

BAYWORK Internship Guidebook

Appendix 1

Utilities

Additional Program Information and Materials

BAYWORK Internship Guidebook

Appendix 1-A

Contra Costa Water District

Additional Program Information and Materials

Internship Informational Form (Employer)

Contact Information	
Program Contact Name	Cheryl Martinez
Email	cmartinez@ccwater.com
Phone	
Website	www.cewater.com
Internship Overview	
Internship Program Name	Contra Costa Water District Internship Program
Employer of Record	Contra Costa Water District
Intern Job Classification	Professionals, not yet operations or trades (construction, engineering, delta projects, planning, water resources, operations and maintenance)
Internship Level (check all that apply)	☐ Middle School ✓ Community College ☐ High School ✓ University ☐ Other: _____
Eligibility Criteria	To be considered for the program, you must meet the following minimum qualifications: • Be an upper-division or graduate student in good standing from an ABET accredited program in Engineering (civil, mechanical, structural, or environmental). • Be able to work on a full-time or part-time basis on a flexible schedule during the summer period. Longer term assignments may become available depending upon projects. • Be proficient in word processing, spreadsheet and data-base software. • Be willing to work in a challenging environment where your assignments add value and provide a great learning opportunity as well as direct career-related experience. • Be interested in a future career in the water industry, where you'll have the personal satisfaction of knowing you are making a positive difference for the environment and the communities you serve! • Pass a background check
Work Site Classification (Office building, treatment plant, production)	Office (engineering, water resources, planning), field (surveying)

Internship Informational Form (Employer)

warehouse, restaurant, etc.)	
Number of Interns in Program	Approx. 4 interns/summer
Internship Detail	
Mission Statement	
<i>What is the program mission statement?</i>	The Contra Costa Water District has a hands-on summer internship program that will provide you with valuable career-related experience while you learn about the opportunities and challenges available to you in the water industry.
Program Summary	
<i>Please provide a brief overview of your internship program.</i>	Onboarding 1. Joint Partnership - Human Resources / Management - Supervisor - Intern 2. Organization Overview - Mission - Culture - Structure 3. Safety / Ergonomics 4. Scope of Work 5. Performance Expectations 6. Conduct Expectations - Work Rules - Communication - Preventing Harassment 7. Q&A Sample Day # 1 1. New Employee Orientation 2. Introductions 3. Office & Facilities Tours 4. Social Component / Networking 5. Set Goals & Expectations 6. Administrative & Logistics 7. Assign Buddy Exit Interview •Have intern add internship experience to resume. Staff assists in helping them write this.

Internship Informational Form (Employer)

	• Sometimes do a mock interview • Sometimes point them to job hunting resources
<i>Please elaborate on the most successful component(s) of your internship program.</i>	
Program Components	
<i>What were the program components, including orientation?</i> <i>Please attach any example calendars, program overviews, intern performance evaluation templates, etc.</i>	Onboarding 1. Joint Partnership - Human Resources / Management - Supervisor - Intern 2. Organization Overview - Mission - Culture - Structure 3. Safety / Ergonomics 4. Scope of Work 5. Performance Expectations 6. Conduct Expectations - Work Rules - Communication - Preventing Harassment 7. Q&A Sample Day # 1 1. New Employee Orientation 2. Introductions 3. Office & Facilities Tours 4. Social Component / Networking 5. Set Goals & Expectations 6. Administrative & Logistics 7. Assign Buddy

Internship Informational Form (Employer)

	Exit Interview •Have intern add internship experience to resume. Staff assists in helping them write this. •Sometimes do a mock interview •Sometimes point them to job hunting resources
History/Development of Program	
<i>How did the program come to be?</i>	
Recruitment Strategy	
<i>What efforts were made to inform intern candidates about internship opportunities?</i> <i>Please attach any example recruitment materials.</i>	Recruitment of student interns includes: 1. advertising of internship opportunities done through junior college, college and university placement and counseling offices, academic departments, student associations, career/job fairs, and recognized intern programs. 2. Applicants interested in internships with the District must complete and submit a) District application form and / or current resume; b) Current transcript; c) References that the District can contact regarding the applicant's skills, knowledge, and work abilities. The selection process shall be conducted jointly by the Human Resources and Risk Division and the requesting operating department. The process shall include an opportunity for open competition and selection based on evaluation of applicable job-related criteria.
<i>What recruitment strategies worked best?</i>	
Partners	

Internship Informational Form (Employer)

<i>What other entities partnered with your internship program?</i>	
<i>Were there any challenges associated with the partnership? (if applicable)</i>	
Application Process	
<i>What was the application and selection process?</i> <i>Please attach any example application or selection materials.</i>	
Compensation	
<i>What compensation was provided to interns, if any? (e.g., monetary, course credit, other)</i>	Sliding scale - \$17.56-\$21.34/hr National average: \$16.21/hr, \$20.79/hr for engineers

Internship Informational Form (Employer)

Program Schedule	
<i>Please provide the hours per week worked and duration of the internship.</i>	Typically 3-6 months during summer. Will invite some back for winter break if they're available and a project to do.
Liability	
<i>How did you address liability issues associated with having an intern on-site?</i>	
Self-Evaluation	
<i>What challenges did you encounter in the internship program?</i>	Use of electronics, dress code and social media during work. Typically intern's first job. Training for the future including interpersonal skills.
<i>How do you measure the success of your program?</i>	The immediate supervisor completes a written evaluation of the Student Intern's work performance upon completion of the assignment and/or every six months for longer assignments. A copy of the performance evaluation is given to the Student Intern and the original shall be retained in the Human Resources and Risk Division.
<i>What efforts have been made to track former interns? Have the efforts been successful?</i>	98-99% get hired right after their internship.

Internship Informational Form (Employer)

<i>Please share any lessons learned!</i>	Tips for Success • Eliminate “just an intern” mentality • Provide formal welcome to organization • Set clear roles, responsibilities, goals, and tasks • Seek commitment from intern and management • Explain internship goals to business goals • Explore incentives and recognition • Schedule time for transition and documentation • Stay connected after internship What Not to Do • Use interns to cover vacant FTE’s • Skip or compress the onboarding process • Leave interns unsupervised • Make it all about work • Fail to integrate socialization or networking opportunities • Go on for days without providing feedback or recognition • Assign projects without explaining significance or contribution to the organization’s bottom line • Let performance “slide” • Over-accommodate needs Tips for Success with Millenials • Be upfront and honest about expectations • Ensure challenging and meaningful assignments • Encourage risk-taking and creativity • Provide regular feedback • Recognize a job well done • Address work/life balance • Include in regular meetings • It’s all about them!
Program Outcomes/Statistics	

Internship Informational Form (Employer)

<i>Please provide any quotes from internship participants, if available.</i>	
<i>Please provide any statistics of job placement for former interns, if available.</i>	Conversion rate nationwide – 60% Accepted job offer – 90% Retention after 5 years – 62% vs if hired from outside – 48%
<i>Is there a former intern from this program that we can interview? If so, please provide the contact information.</i>	
Additional Information	
<i>Feel free to provide any additional information.</i>	

Please attach any material or tools used for the internship program. This could include outreach materials, welcome packets, exit-interview surveys, etc. Additionally, we would appreciate any supporting photos that can be included in the BAYWORK Internship Guidance Manual. Thank you for your responses and materials!

If you have any questions regarding this form or the Internship Guidance Manual, please contact Steve Currie at SCurrie@sfgwater.org or Catherine Curtis at CCurtis@sfgwater.org.

CCWD Engineering Department:

The Engineering Department provides services and technical support for a wide variety of District projects and activities. Typical projects include design of capital improvement projects (pipelines, pump stations, treatment plant improvements, energy recovery projects, canal improvements), process engineering support, evaluations of existing facilities, and technical support for dam performance monitoring. Below is a sample of some anticipated assignments during the Summer 2015 internship.

Assignment / Description:

Process Engineering Support for Water Treatment Plants: Provide assistance with reporting, studies, and/or project design for the District's Bollman Water Treatment Plant and Randall-Bold Water Treatment Plant, focused on operational improvements and replacement or rehabilitation of process equipment.



Test Plan Development: Assist with the development of water treatment-related test plans. One such test plan would be used to expand the operating parameters of ozone, a treatment process that can be used to improve the taste and odor of treated drinking water.

Design Support during Construction, District Center Building Improvements Project: Provide design support during construction of life safety and energy efficiency improvements at the District's main administrative building.

Investigate and Design Safety-Related Improvements at District Facilities: Provide assistance with identifying, prioritizing, and design of safety improvements at various District facilities, including water treatment plants, pump stations, storage reservoirs, and administrative facilities.

Treated Water Pipeline Replacement: Provide assistance with development of design drawings and specifications for the construction of new pipelines to replace older pipelines with a history of leaks. Work also includes field investigations, coordination with other agencies, and planning for utility shutdowns.

Project Management – Review Budget and Schedule Milestones: Provide project management assistance by tracking project budgets and progress for in-house projects and consultant efforts. Develop projections to determine whether projects are tracking on schedule and on budget.

Assist with Monitoring Dam Performance: Assist with the assessment of dam performance based on field measurements and electronic tracking of foundation pressures and other dam instrumentation readings. Draft summary dam performance reports.

Design Support during Construction and Contract Administration: Assist with construction administration of a variety of capital improvements construction projects including submittal review, response to Contractor's questions, cost analysis and justification of change orders, and schedule tracking.

Investigate and Develop Recommendations in Response to Engineering Support Requests from Other Departments: Assist with Engineering Support Requests received from the District's Operations and Maintenance Department for facility-specific and task related field support and design modifications. Requires coordination with other departments to understand the problem, develop an approach, brainstorm ideas, and provide recommendations.

Culvert Repair Design: Develop an alternatives analysis for repair of a culvert beneath the District's Canal, including a review of culvert hydraulics and conveyance capacity, cost, long-term operations and maintenance, and safety. Once the preferred alternative is determined, develop design documents sufficient for a contractor to repair the culvert – design drawings, technical specifications, and a cost estimate.

Questions? Call Cheryl Martinez in CCWD Human Resources at (925) 688-8035 or send her an e-mail at cmartinez@ccwater.com

CONTRA COSTA WATER DISTRICT
INVITES APPLICATIONS FOR

STUDENT INTERN
Engineering Department
Two Openings

\$17.56 – 21.34/hour

Open Until Filled

ABOUT CCWD

Contra Costa Water District (CCWD) is an innovative leader in water management and provides employees with a fast-paced and stable work environment that encourages professional growth and development. Formed in 1936 to provide water for irrigation and industry, CCWD is now one of the largest urban water districts in California and a leader in drinking-water treatment technology and source water protection. CCWD delivers safe, clean water to 500,000 people in central and eastern Contra Costa County in Northern California. Our mission is to strategically provide a reliable supply of high quality water at the lowest cost possible, in an environmentally responsible manner.

THE CAREER OPPORTUNITY

The Engineering Department provides services and technical support for a wide variety of District projects and activities. Typical projects include design of capital improvement projects (pipelines, pump stations, treatment plant improvements, energy recovery projects, canal improvements), process engineering support, evaluations of existing facilities, and technical support for dam performance monitoring. The student intern will work with professional engineers on small treated and untreated water projects and other larger capital projects as appropriate. Specific duties may include collecting and summarizing data related to hydraulic conditions of treated and untreated distribution facilities and collecting, summarizing and critically analyzing data for various projects on facilities such as pump stations, reservoirs, pipelines, canals, roads, fencing, drainage structures, and right-of-way work.

Interns can work on a full-time or part-time basis on a flexible schedule. The maximum number of hours that can be worked is 1,000 hours per fiscal year.

QUALIFICATIONS

At least a Junior-year standing as an engineering student is desirable, civil engineering is preferred. Graduate students are also encouraged to apply. Knowledge or coursework in fluid mechanics, structural analysis, design, and surveying are desirable as well as proficient skills in word processing, spreadsheet and database software. The successful candidate must pass a criminal background check and pre-employment physical and drug test.

THE SELECTION PROCEDURE

Interested candidates may obtain and submit an application by accessing our website at www.ccwater.com. All resumes and applications will be reviewed and the best-qualified applicants will be invited to participate in an oral interview. EOE.



ADMINISTRATIVE PROCEDURE

SUBJECT: STUDENT INTERN PROGRAM	Number <u>II-5</u>	<u>Effective Date:</u> Issued: <u>8/17/92</u> Revised: <u>2/16/93</u> Revised: <u>8/20/04</u>	Page 1 of 4
--	-------------------------------------	--	-------------

PURPOSE:

To provide procedures for employing student interns for projects and assignments that provide valuable work experience for the students and useful services to the District. Assignments will not exceed 1,000 hours per fiscal year for any participant.

ELIGIBILITY:

Student Interns must be currently enrolled in an undergraduate or graduate degree program or recently have obtained their degree to be eligible for a student internship.

EMPLOYMENT STATUS

1. District Employment

Student Interns employed by the District are not represented by a bargaining unit. They are "At Will", temporary employees and are subject to release at any time with or without cause as best fits the business needs of the District. There is no right to long-term employment or appointment to a regular position at the District as a result of serving as a Student Intern. Student Interns are paid on an hourly basis for actual hours worked. They are not eligible for employee benefits (except mandated workers' compensation, state disability insurance, and overtime), permanent status, holiday pay, or other rights and privileges accorded regular District employees. They must complete pre-employment physical examinations and must pass a criminal background check prior to beginning work.

2. Contract Employment – Internship Programs

Student Interns referred by a professional internship program are employed directly by that program. The program provides the Student Intern's services under a personal service contract and paid through a purchase requisition. Student Intern contracts shall be developed, reviewed, and approved consistent with District Administrative Procedure X-2, Contract Development, Review and Approval.

PROCEDURES:

1. Work Assignments

- a. Operating departments may request student interns by submitting a request (Exhibit A Requisition Form) to Human Resources and Risk Division for approval. Requests must include:
 - (1) anticipated starting and ending dates of employment;
 - (2) anticipated working hours;
 - (3) a description of projects or tasks to be performed in relation to other on-going District programs and activities;
 - (4) the training/experience opportunities which such work assignments will provide to the Student Intern; and
 - (5) the academic major(s) most closely related to acceptable performance of the task or project.
 - (6) a statement that funds are budgeted to pay the Student Intern.
- b. Work includes a variety of pre-professional tasks on a variety of projects and assignments. A District employee is designated as the Student Intern's supervisor and is responsible for the day-to-day training, supervision, and evaluation of the Student Intern. Work assigned to Student Interns must be separate and distinguishable from those tasks and responsibilities routinely performed by regular employees of the District.

2. Recruitment and Selection

- a. Recruitment of student interns shall include:
 - (1) advertising of internship opportunities done through junior college, college and university placement and counseling offices, academic departments, student associations, career/job faires, and recognized intern programs
 - (2) Applicants interested in internships with the District must complete and submit a) District application form and / or current resume; b) Current

transcript; c) References that the District can contact regarding the applicant's skills, knowledge, and work abilities.

- b. The selection process shall be conducted jointly by the Human Resources and Risk Division and the requesting operating department. The process shall include an opportunity for open competition and selection based on evaluation of applicable job-related criteria.

3. Compensation

- a. The salary schedule for Student Interns will be periodically reviewed and adjusted, by the Board of Directors, as necessary.
- b. Initial salary levels for student interns shall be determined by the Human Resources and Risk Division, in consultation with the requesting department, and shall reflect the nature of the work to be performed and the academic standing of the Student Intern (Salary Step Definitions, Exhibit B).
- c. The hiring department is responsible for informing the Human Resources and Risk Division when a Student Intern is eligible for a step increase, consistent with the criteria of Salary Step Definitions, Exhibit B.
- d. Student Interns shall not normally be assigned to work more than eight hours per day or more than 40 hours in a work week.

4. Performance Evaluation: The immediate supervisor shall complete a written evaluation of the Student Intern's work performance upon completion of the assignment and/or every six months for longer assignments. A copy of the performance evaluation shall be given to the Student Intern and the original shall be retained in the Human Resources and Risk Division.

5. Extension of Ending Date: Departments wishing to extend a Student Intern's assignment beyond the original ending date must obtain approval of the Human Resources and Risk Manager and of the General Manager or his designee (Exhibit C Extension Request Form.).

FUNDING

1. Board approval. Departments must include funding in their budgets for prospective Student Intern assignments.

2. Internal approval: Requests to fill Student Intern assignments must be approved by the General Manager or his designee and by the Human Resources and Risk Manager.

RESPONSIBILITY

The Human Resources and Risk Division is responsible for monitoring compliance with this administrative procedure and assisting departments with the employment process. Each department head is responsible for ensuring compliance with this administrative procedure.

Approved:

Walter J. Bishop
General Manager

Attachments:

Exhibit A - Requisition Form
Exhibit B - Salary Step Definitions
Exhibit C - Extension Request Form

EXHIBIT B

STUDENT/INTERN SALARY STEP DEFINITIONS
(Refer to current Salary Schedule for dollar amounts)

Step 1	Student has completed 60 or less semester units (equivalent of two years of college)
Step 2	Student has completed more than 60 semester units but has not graduated
Step 3	Student has earned bachelor's degree
Step 4	Student has bachelor's degree plus six months or more experience (full time equivalent) as a District intern
Step 5	Student has earned graduate degree in an academic field directly related to District assignment

CCWD Planning Department:

The Planning Department performs water supply planning, identifies future capital projects, conducts Engineering Studies to address immediate system improvements and Special Studies to develop new projects such as alternative energy facilities and regional water treatment projects. Typical Department responsibilities include water supply and demand analyses, hydraulic modeling, and review of permits and documentation.

Assignment/Description:



Assist with preparing the District's Urban Water Management Plan: Assist with data collection and analysis of the District's supply and demand forecasts, conservation programs, water shortage contingency planning, water transfers, and recycled water opportunities.

Assist with Water Loss Control: Update annual water audit and water balance. Tasks include quantifying current volume of apparent and real water losses and calculating economic value of real losses.

Assist with Groundwater Monitoring Report Preparation: Analyze groundwater data and prepare semi-annual groundwater monitoring report for submission to the Central Valley Regional Water Quality Control Board.

Develop tools to standardize forms: Create tools to automate spreadsheet quality control checking and templates to ensure proper data archiving.

Perform Hydraulic Modeling Assignments: Utilize the District's hydraulic model to analyze the distribution system. Assist in developing documentation and templates for system impact analyses. Coursework in computer modeling software or programming is desirable, but not required.

Assist with permitting of Capital Projects: Work with in-house staff and regulatory agencies to secure necessary permits for Capital Projects.

Questions? Call Cheryl Martinez in CCWD Human Resources at (925) 688-8035 or send her an e-mail at cmartinez@ccwater.com

CCWD Water Resources Department:

The Water Resources Department supports the District's operations by performing real-time and future forecasting analysis of California hydrologic conditions and resulting effects on water resources, with a focus on the Sacramento-San Joaquin Delta. Additionally, this Department supports planning studies for future District projects, involving development and analysis of numerical modeling studies of California water operations and Delta hydrodynamics, and analysis of water supply, water quality, and fishery issues.

Assignment / Description:

Los Vaqueros Reservoir Expansion project support: Perform technical tasks to study expansion of CCWD's Los Vaqueros Reservoir by conducting independent analysis or support ongoing analysis of data related to Delta water resources, including hydrodynamic, water quality or fishery data.

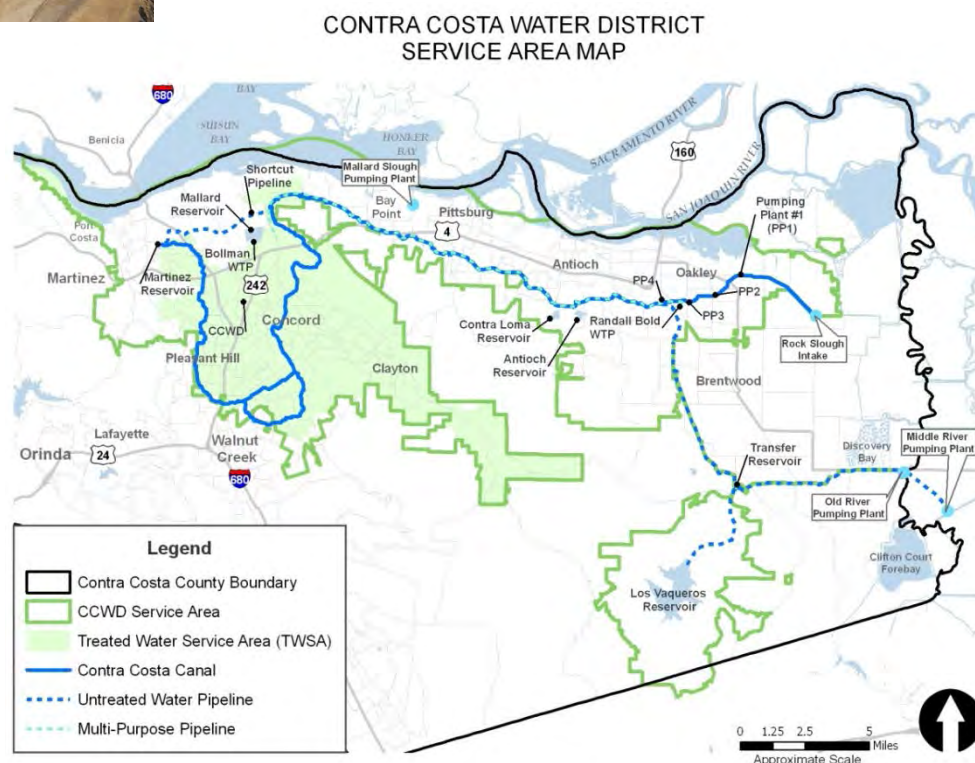


Develop improvements to operations and water quality modeling tools: Tasks may include running comparative model studies, evaluating results, testing and improving model calibration.

Assist in the preparation of technical documents or publications: Perform research and analysis to support document preparation. Documents may include Environmental Impact Reports, Feasibility Studies, or technical publications.

Assist in standardization of forms and spreadsheets and developing QC procedures: Develop tools to automate spreadsheet quality control checking and help create templates that will be used for future work that will ensure proper archiving information is stored with all documents.

Questions? Call Cheryl Martinez in CCWD Human Resources at (925) 688-8035 or send her an e-mail at cmartinez@ccwater.com



CONTRA COSTA WATER DISTRICT
INVITES APPLICATIONS FOR

STUDENT INTERN
Planning Department

\$17.56 – 21.34/hour

Open Until Filled

ABOUT CCWD

Contra Costa Water District (CCWD) is an innovative leader in water management and provides employees with a fast-paced and stable work environment that encourages professional growth and development. Formed in 1936 to provide water for irrigation and industry, CCWD is now one of the largest urban water districts in California and a leader in drinking-water treatment technology and source water protection. CCWD delivers safe, clean water to 500,000 people in central and eastern Contra Costa County in Northern California. Our mission is to strategically provide a reliable supply of high quality water at the lowest cost possible, in an environmentally responsible manner.

THE CAREER OPPORTUNITY

The Planning Department performs water supply planning, identifies future capital projects, conducts Engineering Studies to address immediate system improvements and Special Studies to develop new projects such as alternative energy facilities and regional water treatment projects. Typical Department responsibilities include water supply and demand analyses, hydraulic modeling, and review of permits and documentation. The student intern will work with professional engineers on small treated and untreated water projects and other larger capital projects as appropriate. Specific duties may include collecting and summarizing data related to hydraulic conditions of treated and untreated distribution facilities and collecting, summarizing and critically analyzing data for various projects on facilities such as pump stations, reservoirs, pipelines, canals, roads, fencing, drainage structures, and right-of-way work.

Interns can work on a full-time or part-time basis on a flexible schedule. The maximum number of hours that can be worked is 1,000 hours per fiscal year.

QUALIFICATIONS

At least a Junior-year standing as an engineering student is desirable, civil engineering is preferred. Graduate students are also encouraged to apply. Knowledge or coursework in fluid mechanics, structural analysis, design, and surveying are desirable as well as proficient skills in word processing, spreadsheet and database software. The successful candidate must pass a criminal background check and pre-employment physical and drug test.

THE SELECTION PROCEDURE

Interested candidates may obtain and submit an application by accessing our website at www.ccwater.com. All resumes and applications will be reviewed and the best-qualified applicants will be invited to participate in an oral interview. EOE.



CCWD Internship Program Evaluation Form

Congratulations on successfully completing your internship with the Contra Costa Water District. As you're aware, the District is committed to providing an effective internship program that introduces you to our organization and enables you to engage in satisfying, meaningful assignments within the water industry. As an organization committed to excellence, we actively seek your input to help us further refine the program. To that end, please take this opportunity to provide your honest feedback regarding your experiences with the CCWD internship program. The information you provide will enable us to further refine the program for future interns.

1. What do you feel you have gained by participating in the CCWD Internship Program?

2. What do you feel were the most beneficial aspects of the program?

3. What could we have done to further enhance your internship experience?

4. Using a scale of 1-5 with 5 being the highest value, please rate the following Internship Program components:

Internship Tour: _____

Brown Bag Seminars: _____

Mentoring/coaching element: _____

5. Please describe your experiences with the mentoring component of the program. Do you have suggestions for how to strengthen that program element?
6. What suggestions do you have for improving the Internship Program overall?
7. What is your overall impression of the District? Would you consider CCWD as a future employer? Why/why not?
8. As a result of this internship experience, will you be considering the water industry as an employment field?
9. Would you recommend CCWD's internship program to a friend? Why/why not?
10. May the District use your comments on our website to promote the Internship Program in the future?

We hope that you had a rewarding and positive experience as a CCWD intern. We would love to be able to keep in touch with you. If you're open to an ongoing mentoring relationship, please list your contact information (address, e-mail and phone numbers) in the space below. Once again, thank you for participating in the CCWD internship program, and congratulations for a job well-done.

CONTRA COSTA WATER DISTRICT
INVITES APPLICATIONS FOR

STUDENT INTERN
Water Resources
\$17.56 – 21.34/hour

Open Until Filled

ABOUT CCWD

Contra Costa Water District (CCWD) is an innovative leader in water management and provides employees with a fast-paced and stable work environment that encourages professional growth and development. Formed in 1936 to provide water for irrigation and industry, CCWD is now one of the largest urban water districts in California and a leader in drinking-water treatment technology and source water protection. CCWD delivers safe, clean water to 500,000 people in central and eastern Contra Costa County in Northern California. Our mission is to strategically provide a reliable supply of high quality water at the lowest cost possible, in an environmentally responsible manner.

THE CAREER OPPORTUNITY

The Water Resources Department supports the District's operations by performing real-time and future forecasting analysis of California hydrologic conditions and resulting effects on water resources, with a focus on the Sacramento-San Joaquin Delta. Additionally, this Department supports planning studies for future District projects, involving development and analysis of numerical modeling studies of California water operations and Delta hydrodynamics, and analysis of water supply, water quality, and fishery issues. Specific duties may include collecting and summarizing data related to hydraulic conditions of treated and untreated distribution facilities and collecting, summarizing and critically analyzing data for various projects on facilities such as pump stations, reservoirs, pipelines, canals, roads, fencing, drainage structures, and right-of-way work.

Interns can work on a full-time or part-time basis on a flexible schedule. The maximum number of hours that can be worked is 1,000 hours per fiscal year.

QUALIFICATIONS

At least a Junior-year standing as an engineering student is desirable, civil engineering is preferred. Graduate students are also encouraged to apply. Knowledge or coursework in fluid mechanics, structural analysis, design, and surveying are desirable as well as proficient skills in word processing, spreadsheet and database software. The successful candidate must pass a criminal background check and pre-employment physical and drug test.

THE SELECTION PROCEDURE

Interested candidates may obtain and submit an application by accessing our website at www.ccwater.com. All resumes and applications will be reviewed and the best-qualified applicants will be invited to participate in an oral interview. EOE.

BAYWORK Internship Guidebook

Appendix 1-B

Dublin San Ramon Services District

Additional Program Information and Materials

Internship Informational Form (Employer)

Contact Information	
Program Contact Name	Levi Fuller
Email	fuller@dsrsd.com
Phone	925-875-2300
Website	DSRSD.com
Internship Overview	
Internship Program Name	No Formal Name
Employer of Record	Dublin San Ramon Services District
Intern Job Classification	Wastewater Plant Operators
Internship Level (check all that apply)	☐ Middle School ☐ Community College ☐ High School ☐ University ☐ Other: ____Community College
Eligibility Criteria	Post High School Graduates (or GED)
Work Site Classification (Office building, treatment plant, production warehouse, restaurant, etc.)	Treatment Plant
Number of Interns in Program	2-5 per semester
Internship Detail	
Mission Statement	
What is the program mission statement?	Develop persons for temporary and permanent job vacancies

Internship Informational Form (Employer)

Program Summary	
<i>Please provide a brief overview of your internship program.</i>	We identify interested interns (we usually have a wanting list) Interns must sign up for apprenticeship class via Solano Community College(SCC) (workers compensation is then covered) Intern and Division Supervisor develop 1 to 3 learning objectives to be completed during the semester. Intern works (schedule is very flexible). Intern works on objectives and other tasks while working under the direction of plant staff. Intern must be able to get OIT Cert. (minimum 9 ed. units required for that)
<i>Please elaborate on the most successful component(s) of your internship program.</i>	Intern gains academic credit, as well as, hands on experience. District gains a pool of trained individuals that can be recruited from in order to fill temporary and permanent vacancies.
Program Components	
<i>What were the program components, including orientation?</i> <i>Please attach any example calendars, program overviews, intern performance evaluation templates, etc.</i>	• Intern solicits to get on eligibility list • Supervisor interviews interns once there is an opening • If accepted Supervisor and Intern establish semester learning objectives • Intern applies for and pays fees associated with OIT Certificate • Intern enrolls in community college apprenticeship class • Supervisor and intern agree on work schedule • Intern learns while working under direction of plant operators • At semester's end Supervisor conducts oral interview with intern to test their learning of established learning objectives • Supervisor interviews operations staff to get feedback on intern's work habits and soft skills • Supervisor gives intern a grade which is turned into the community college.
History/Development of Program	
<i>How did the program come to be?</i>	• Wastewater Certification requires work experience potential employees expressed a desire to gain that experience while not working for the District.

Internship Informational Form (Employer)

Recruitment Strategy	
<i>What efforts were made to inform intern candidates about internship opportunities?</i> <i>Please attach any example recruitment materials.</i>	• Bay Consortium for Water and Wastewater Education (BACWEE) and Regional Occupational Program (ROP) websites • Word of mouth
<i>What recruitment strategies worked best?</i>	Both above work well
Partners	
<i>What other entities partnered with your internship program?</i>	• BACWEE • ROP • Solano Community College
<i>Were there any challenges associated with the partnership? (if applicable)</i>	No

Internship Informational Form (Employer)

Application Process	
<i>What was the application and selection process?</i> <i>Please attach any example application or selection materials.</i>	• First come, first serve eligibility list • Interview
Compensation	
<i>What compensation was provided to interns, if any? (e.g., monetary, course credit, other)</i>	• No financial compensation • Ability to obtain hours toward certification • Training
Program Schedule	
<i>Please provide the hours per week worked and duration of the internship.</i>	• 0 – 40 depending on staffs ability to manage interns
Liability	
<i>How did you address liability issues associated with having an intern on-site?</i>	• SCC or ROP covers worker's compensation

Internship Informational Form (Employer)

Self-Evaluation	
<i>What challenges did you encounter in the internship program?</i>	- Finding interns truly committed - Not overwhelming staff operators with interns to manage
<i>How do you measure the success of your program?</i>	# Eligible pool of candidates for job vacancies at DSRSD # of interns finding jobs with other agencies
<i>What efforts have been made to track former interns? Have the efforts been successful?</i>	Very Little
<i>Please share any lessons learned!</i>	
Program Outcomes/Statistics	
<i>Please provide any quotes from internship participants, if available.</i>	
<i>Please provide any statistics of job placement for former interns, if available.</i>	

Internship Informational Form (Employer)

<i>Is there a former intern from this program that we can interview? If so, please provide the contact information.</i>	Most Recent: Sinzee Tran- DSRSD - Sinzee Tran <sinzee.t@gmail.com> Fred Kelly – DSRSD kelly@dsrsd.com Aaron Castro – DSRSD castro@dsrsd.com Marcus Lee – City of Daly City - Marcus Lee marcusedward.lee@gmail.com Miguel Espinoza – City of Daly City - espinoza617@comcast.net Scott Biocic - Scott Biocic likeswater@gmail.com Nathan Thebes - nathantrebes@gmail.com Chris Gingell - Chris Gingell christopher_gingell@yahoo.com
Additional Information	
<i>Feel free to provide any additional information.</i>	

Please attach any material or tools used for the internship program. This could include outreach materials, welcome packets, exit-interview surveys, etc. Additionally, we would appreciate any supporting photos that can be included in the BAYWORK Internship Guidance Manual. Thank you for your responses and materials!

If you have any questions regarding this form or the Internship Guidance Manual, please contact Steve Currie at SCurrie@sfwater.org or Catherine Curtis at CCurtis@sfwater.org.

Internship Informational Form (Former Interns)

Internship Overview	
Name of Former Intern (not required)	Sinzee Tran
Current Email Contact of Former Intern (not required)	Sinzee.t@gmail.com
Current Phone Number of Former Intern (not required)	
Host Organization Name (not required)	DSRSD – Dublin San Ramon Services District
Host Organization Classification (public, private, NGO, etc.)	Public
Host Organization Field/Discipline (engineering, medicine, finance, hospitality, etc.)	Operations Department - Wastewater Treatment
Intern Job Title	Operator-In-Training
Grade Level During Internship (check one)	☐ Middle School ☐ Community College ☐ High School ☒ University ☐ Other: _____
Years Since Internship End (approx.)	Time frame of internship: 3/18/2014 - present
Number of Additional Interns in Program	2
Internship Detail	
Program Overview Feedback	
<i>Please list key lessons that you learned from your internship.</i>	Wastewater Treatment Process – Treatment process from start to finish of wastewater treatment. Instruments and Mechanical equipment – Learned the type of pumps and sensors needed at the plant. Chemicals – The type of chemicals used at the plant, their purposes and how to work safely around them.
<i>Please suggest at least one aspect of the internship program</i>	The internship allowed me to gain insight of what it is to be a wastewater operator, in terms of the kind work/tasks needed to be performed. I think, generally speaking, these operator-in-training

Internship Informational Form (Former Interns)

<i>that you would consider a success.</i>	internships are extremely useful for helping people to decide whether the wastewater industry is the right career choice for them.
<i>Please give at least one suggestion for improving the internship program.</i>	I think future interns would benefit from an internship program that links all participating Baywork municipals together, where there is a designate coordinator that manages the program, and allowing interns to rotate between different plants for cross training purposes.
Recruitment	
<i>How did you find out about the internship position?</i>	I obtain the internship programing by asking the operational supervisor, Levi Fuller, at Dublin San Ramon Services District. I was taking classes, offered by the BACWWE (Bay Area Consortium of Water and Wastewater Education), and happen to come across Levi Fuller who is an instructor for BACWWE, so I asked Levi whether he was accepting applicants, he said, "not at the moment", but placed me on a waiting list, 1 year later I started interning at DSRSD.
<i>Please list any ideas you have for improving the recruitment efforts, if applicable.</i>	It seems to me that there should not be issues with recruitments for interns and employees at wastewater and water treatment plants due to the high demand of people, within the Bay Area, trying to enter the field. I have been taking classes from BACWWE for 2 years now and it seems like there are plenty of qualified students who have difficulty finding internships due to the lack of internship available. But for future purposes, I think the following recruiting strategies may work: 1) Announce available positions to BACWWE and have BACWWE post it up on their job webpage. 2) Announce openings to Solano Community College who offers many classes pertaining to this industry. 3) Contact organizations such as CWEA (California Water Environmental Association or WEF (Water Environmental Federation) and have them post it on their job webpages. 4) Contact universities and have them post up openings on their career/job webpages. Many universities around the Bay have degrees that are relevant to this field, such as environmental sciences, chemistry, biology, civil and environmental engineering, mechanical engineering degrees.
Selection Process	
<i>Please briefly describe the application and interview process.</i>	I verbally applied to DSRSD. I was placed on waitlist until there were openings. I received an interview about a year later from operational supervisor Levi Fuller. I passed the interview and got the internship.

Internship Informational Form (Former Interns)

<i>Were there any aspects of the selection process that should be continued? Please explain.</i>	I think it is a good idea for treatment plants to keep a waiting list of applicants who are interested in an internship. This way the plant will always have candidates on hand to select from.
<i>Were there any aspects of the selection process that could be improved? Please explain.</i>	I cannot think of a way to improve based on my selection process, but I would think that generally it is a good idea for the operational supervisor of the plant to evaluate the candidate base on their educational background in the field and whether the candidate is comfortable with working at the plant. And this could be done during the interview, simply by asking the candidate about the courses they have taken and touring the candidate around the plant to see their reactions.

Internship Informational Form (Former Interns)

Orientation and Training	
<i>Did you receive an orientation?</i> <i>If yes, did you feel appropriately informed after your orientation? Why or why not?</i>	Yes. I received an orientation from a senior operator who toured me around the plant and by a DSRSD safety technician. I believe the tour was very adequate in providing me a general idea of what the work environment will be like and how to work there safely.
<i>Did you feel qualified to carry out the tasks assigned to you? Why or why not?</i>	Yes. The operators at DSRSD are very responsible with training me on how to do my assignments and I think they do a good job of monitoring what I do at the plant.
<i>Please list any training you were required to complete prior to your internship.</i>	I was required to complete a series of safety training with the DSRSD Safety Technician before allowed to start my internship. This was completed during orientation. I completed these training: Hearing Protection, Fire Safety, Confine Space, Blood Borne Pathogens, First Aid, Dehydration effects, Plant Emergency Protocols, etc.
<i>If you completed training, did you feel appropriately prepared after your training? Why or why not?</i>	Yes. I was allowed access to look at procedures for plant safety protocols and the plant's operational procedures via the DSRSD computer servers.

Internship Informational Form (Former Interns)

Guidance	
<i>Did you feel challenged in your internship? Why or why not?</i>	I felt challenged at times. There is so much to learn at a plant and different problems arises and some problems are harder to solve then others, especially for people with less experience. I think encountering problems is good because overcoming challenges improves people abilities and qualifications.
<i>Did you feel that you were given enough guidance or direction to complete your assignments?</i> <i>Please explain how the guidance/direction was provided and how it could have been improved, if applicable.</i>	Yes. I felt like I have had enough guidance on my assignments. I think this mostly have to do with the operators who train me. Most operators at DSRSD are veteran operators, some with 20 + years of operation experience, who have so much knowledge that they just make great coaches. Those operators, at DSRSD, who have less years or experience all gone through the BACWWEE program and, as far as I can tell, are fully competent as operators.
<i>Did you feel comfortable asking your supervisor or coworkers questions when they arose? Why or why not?</i>	Yes. I am always comfortable asking questions. Because the operators at DSRSD understand that interns are there to learn.
<i>Did you have a mentor in the internship program? If yes, what effect did your mentor have on your internship experience?</i>	I do not have one specific mentor at DSRSD. I have about two dozen. This includes all the operation staffs, some mechanics, instrumentation techs and office administrative staffs. The people at DSRSD are wonderful people and the response I have received from them encourages me to stay in this field.

Internship Informational Form (Former Interns)

Purpose	
<i>Did you understand how your assignments were connected to the mission of the organization? Why or why not?</i>	Yes. Because I understand how the plant functions, I can always connect what I am doing to how it will affect the overall process of the plant.
<i>Did you feel your work was meaningful? Why or why not?</i>	Yes. I feel like my work is meaningful. I think everyone who works at DSRSD has meaningful job because everyone contributes to the overall process of the plant one way or another. My personal role, as part of the operations team, directly involves with making sure that the treatment process is working and to reduce the environmental impact on the Bay.
Compensation	
<i>What compensation was provided to you, if any? (e.g., monetary, course credit, other)</i>	I started out as a volunteer. I volunteered for 800 hours before I was hired as a paid Operator-In-Training. When I was volunteering, I was not paid, but it was worth it because of the work experience and knowledge I had gained.
<i>Did you feel that the compensation was appropriate for the level of services you provided as an intern? Why or why not?</i>	Yes. I feel like my current compensation is appropriate. When I was volunteering, though I appreciated the opportunity, it would have made my life easier to have received some sort of monetary compensation to help pay for personal expenses (I had quit my previous job to become a non-paid internship when I realized wastewater treatment was what I wanted to do for the rest of my life).

Internship Informational Form (Former Interns)

Career Path	
<i>What is your current occupation?</i>	Paid Operator-In-Training at DSRSD.
<i>Have you pursued a career in the field of your internship (for any duration)? Please explain.</i>	I am working on it.
<i>Did your internship inspire or dissuade you from pursuing a career in that field? Why or why not?</i>	My internship definitely inspires me to continue with pursuing a career in wastewater treatment. Many reasons include: I find the work interesting (I enjoy the science and physics of water), makes me feel like I make an impact in the world and the people who I have encountered with in the industry are very nice.
<i>Did you feel that your internship gave your necessary skills for your field? How so?</i>	My internship experience definitely provided me with the necessary skills to start my career as a Wastewater Operator. I have had first-hand experience operating a plant under other operators' guidance. The internship tested my abilities to operate a plant and ultimately allowed me to prove to myself and others that I can do the job.
Additional Information	
<i>Feel free to provide any additional information.</i>	

We would appreciate any supporting photos that can be included in the BAYWORK Internship Guidance Manual. Thank you for your responses!

If you have any questions regarding this form or the Internship Guidance Manual, please contact Steve Currie at SCurrie@sfwater.org or Catherine Curtis at CCurtis@sfwater.org.

BAYWORK Internship Guidebook

Appendix 1-C

East Bay Municipal Utility District

Additional Program Information and Materials

Internship Informational Form (Employer)

Contact Information	
Program Contact Name	Katherine Tate, Senior Human Resources Analyst Ted Lam, EBMUD Maintenance Superintendent
Email	ktate@ebmud.com and tlam@ebmud.com
Phone	510-287-1391 and 510-287-0860
Website	www.ebmud.com
Internship Overview	
Internship Program Name	Industrial Maintenance Machinist/Mechanic (IMMM) – Laney College Los Medanos College Instrument Interns
Employer of Record	Laney College and Los Medanos College Foundations
Intern Job Classification	Plant Maintenance Worker II Machine Maintenance Worker II Wastewater Plant Operator Trainee Instrument Worker II
Internship Level (check all that apply)	☐ Middle School ☒ Community College ☐ High School ☐ University ☐ Other: _____
Eligibility Criteria	2 year of Community College program (or 1 semester from graduation)
Work Site Classification (Office building, treatment plant, production warehouse, restaurant, etc.)	Water and Wastewater Treatment Plants
Number of Interns in Program	Approximately 20 annually
Internship Detail	
Mission Statement	

Internship Informational Form (Employer)

<i>What is the program mission statement?</i>	Prepare community college students from the local area to be competitive for our technical trades trainee and journey level jobs.
--	--

Internship Informational Form (Employer)

Program Summary	
<i>Please provide a brief overview of your internship program.</i>	Hybrid Employment approach - Work with college foundations and Coop Ed/Work Experience programs to pay intern stipend & cover workers compensation insurance. EBMUD doesn't employ interns directly. Interns get more money, with the foundations taking a 5% administrative fee. They also work on a Cooperative Education Program – get units for their time. Interns are covered by the Coop's workers compensation program.
<i>Please elaborate on the most successful component(s) of your internship program.</i>	EMPLOYERS • Anticipate hiring opportunities over several years • Intern & Trainee competency standards defined by SMEs • SMEs share their time & expertise with college faculty & students • Visit college, donate lab equipment, provide tours • Administrator: Strategize & implement plan with colleges & hiring mgrs. COLLEGES • Willing to learn & respond to employer's needs – visit employer worksites • Ability to modify curriculum to address employer's competency needs • Ability to administer internships in flexible manner • Ability to pay intern stipends and provide liability coverage STUDENTS • Attain competencies required for internship and trainee employment • Willing to get hands dirty • Take initiative to learn: "Can I try it?" • Develop industry contacts for other upcoming job openings
Program Components	
<i>What were the program components, including orientation?</i> <i>Please attach any example calendars, program overviews, intern performance evaluation templates, etc.</i>	Partnership Develop partnerships with local colleges to support & strengthen training programs. Organize EBMUD Resources: Hiring Managers, HRD and Legal • Revamp in-house TTP to allow hiring @ Trainee II level • Identify competencies needed. • Gain department commitment to hire trainees. • Budget & schedule internships and trainee exam. • Contract with College Foundations & Coop Ed/Work Experience programs to pay intern stipend & cover workers comp insurance. Student Outreach Open to graduates of targeted training programs. Also opened certain to additional candidates who've received training in other areas. Ex. PG&E's "Intro to Utilities for Women" training program.

Internship Informational Form (Employer)

	Internship • Internship Checklist defined by Subject Matter Expert (See attachment) • Internship Orientation • Safety Training, Personal Protective Equipment (PPE) • Rotation between water and wastewater work sites.
History/Development of Program	
<i>How did the program come to be?</i>	In prior years, internships were typically engineering or administration roles, hired as temporary employees. Facing a silver tsunami of retirements expected in the next 5 years, EBMUD worked to update its internship program to meet the need for skilled trades interns with an eye towards full-time hiring. Current in-house trades training program costs were prohibitive. After roughly a year of working with internal departments, a new program was created.

Internship Informational Form (Employer)

Recruitment Strategy	
<i>What efforts were made to inform intern candidates about internship opportunities?</i> <i>Please attach any example recruitment materials.</i>	Contacted Workforce Development offices and instructors of the community colleges on upcoming opportunities. Have posted to the Los Medanos College internal bulletin board.
<i>What recruitment strategies worked best?</i>	Making presentations to the classes with students and instructors. Have a Q&A session following.
Partners	
<i>What other entities partnered with your internship program?</i>	Community Colleges • EBMUD partnered with Laney Community College to help them get National Institute for Metalworking Skills, Inc. (NIMS) certification and Los Medanos College (Pittsburg, CA) • Gave tours at facilities • Donated lab equipment
<i>Were there any challenges associated with the partnership? (if applicable)</i>	Initially getting the contacts at the various community colleges and developing relationships over time. Then came the schedule and internship curriculum development with agency supervisors' buy in.

Internship Informational Form (Employer)

Application Process	
<i>What was the application and selection process?</i> <i>Please attach any example application or selection materials.</i>	EBMUD Affirmative Action Office provided guidelines to the selected programs at the community colleges such as near completion of a 2-year certificate. Then submission of resumes. Selection interviews followed at EBMUD.
Compensation	
<i>What compensation was provided to interns, if any? (e.g., monetary, course credit, other)</i>	Stipend paid through College Foundation and course credit through a Cooperative Education Program. Approximately \$23/hr, plus EBMUD paid for steel toe safety shoes.
Program Schedule	
<i>Please provide the hours per week worked and duration of the internship.</i>	10 Week Summer Internship or 15 week. Depends on scheduling for summer break (shorter) or another school break allowing for more time.
Liability	
<i>How did you address liability issues associated with having an intern on-site?</i>	Insurance was covered by the College Foundation or Cooperative Education Program

Internship Informational Form (Employer)

Self-Evaluation	
<i>What challenges did you encounter in the internship program?</i>	SMEs and interns wanting each other to take initiative. Difference in training in college classroom setting versus industry on-the-job. It took days to understand what the interns were technically capable of and their strengths/weaknesses at EBMUD work sites.
<i>How do you measure the success of your program?</i>	• Completion of training program. • Want interns to say "Can I try it?" • How many interns or students from the colleges apply to job openings. • Measure success by having former interns on the employment eligibility list. • How many were hired.
<i>What efforts have been made to track former interns? Have the efforts been successful?</i>	• Fall 2012: Five Laney College IMMM Interns • Spring 2013 Trainee Exam: 6:9 finalists were IMMM grads • Summer 2013: 3 trainee hires - All were IMMM grads • Summer 2014 Instrument Interns – 1 on certified hiring list
<i>Please share any lessons learned!</i>	What Not to Do: • Don't assume college training curriculum will prepare students for your jobs. Involve your SMEs: curriculum review, tour of college lab, meetings with faculty and BACCC. • Limit internship to "shadowing" or handsoff experience. • Leave intern's learning experience to chance – no structured training plan. • Pay the interns late! • Pay students a living wage What to Do: • Get the trades supervisors onboard with internship programs early in the process. • Hand select good role models as mentors for interns, provide them do's and don'ts in behavior in front of interns. • Develop goals checklist and provide to supervisors, mentors, and interns on day 1. • Have check in on status of internship at mid point and end. Ask for improvements at end.
Program Outcomes/Statistics	

Internship Informational Form (Employer)

<i>Please provide any quotes from internship participants, if available.</i>	• “Knowing what EBMUD wanted was helpful. I could study or get more experience before an opening came up.” • “I know who to call if I have questions on the trade.”
<i>Please provide any statistics of job placement for former interns, if available.</i>	• Fall 2012: Five Laney College IMMM Interns • Spring 2013 Trainee Exam: 6:9 finalists were IMMM grads • Summer 2013: 3 trainee hires - All were IMMM grads • December 2014: Hired Instrument Worker II from Los Medanos College program (not an intern)
<i>Is there a former intern from this program that we can interview? If so, please provide the contact information.</i>	Teri Li (tli@ebmud.com), Michael Feeney (mfeeney@ebmud.com), Adam Balogh (abalogh@ebmud.com)
Additional Information	
<i>Feel free to provide any additional information.</i>	

Please attach any material or tools used for the internship program. This could include outreach materials, welcome packets, exit-interview surveys, etc. Additionally, we would appreciate any supporting photos that can be included in the BAYWORK Internship Guidance Manual. Thank you for your responses and materials!

If you have any questions regarding this form or the Internship Guidance Manual, please contact Steve Currie at SCurrie@sfgwater.org or Catherine Curtis at CCurtis@sfgwater.org.

Internship Informational Form (Former Interns)

Internship Overview	
Name of Former Intern (not required)	Tianyu Li
Current Email Contact of Former Intern (not required)	tli@ebmud.com
Current Phone Number of Former Intern (not required)	510-867-4130
Host Organization Name (not required)	East Bay Municipal Utility District
Host Organization Classification (Public, private, NGO, etc.)	Public
Host Organization Field/Discipline (Engineering, medicine, finance, hospitality, etc.)	Water and Wastewater
Intern Job Title	Industrial Maintenance
Grade Level During Internship (check one)	☐ Middle School ☒ Community College ☐ High School ☐ University ☐ Other: Community College
Years Since Internship End (approx.)	2
Number of Additional Interns in Program	5
Internship Detail	
Program Overview Feedback	
<i>Please list key lessons that you learned from your internship.</i>	Processing wastewater and water system and most machinery support. See what's inside a piece of equipment and what takes for me to make a new replacement part.
<i>Please suggest at least one aspect of the internship program that you would consider a success.</i>	All my questions have been answered.

Internship Informational Form (Former Interns)

<i>Please give at least one suggestion for improving the internship program.</i>	Need have another wrap-up meeting with who knows the wastewater and water system to have a better understanding about the system, I came in as a blank, after the intern I learn the processing, the machinery, and procedure to maintain the system. If I can have another wrap-up meeting with somebody talk about the system again after I learn all that knowledge, I think that would help me a lot to understand the system. I strongly believe to proper maintain the system I have to know the system, meaning what if I make a mistake what's the chain reaction of that.
Recruitment	
<i>How did you find out about the internship position?</i>	Through Laney College Machine shop after I finish the class.
<i>Please list any ideas you have for improving the recruitment efforts, if applicable.</i>	Tell the Community College students if they put their time in take the class and polish their skill they have a great opportunity to find a great job, doing what they learn and what they like.
Selection Process	
<i>Please briefly describe the application and interview process.</i>	Fill out application online, through the written test and hands-on test, and in the interview talk about my experience and show them my attitude.
<i>Were there any aspects of the selection process that should be continued? Please explain.</i>	I think the written test and hands-on test is a good way to test people in this industry.

Internship Informational Form (Former Interns)

<i>Were there any aspects of the selection process that could be improved? Please explain.</i>	Internship is really good; give myself opportunity to see the company and to try the work, for the companies too, give them chance to see us in the field. I don't believe company can get a lot just from a short interview.
---	--

Internship Informational Form (Former Interns)

Orientation and Training	
<i>Did you receive an orientation?</i> <i>If yes, did you feel appropriately informed after your orientation? Why or why not?</i>	Yes,
<i>Did you feel qualified to carry out the tasks assigned to you? Why or why not?</i>	Most of the time yes, if I don't feel comfortable I will ask them what should I do or let them show me.
<i>Please list any training you were required to complete prior to your internship.</i>	Taking Machining, Welding class.
<i>If you completed training, did you feel appropriately prepared after your training? Why or why not?</i>	I see most of the equipment they working with but not all of them, internship only last 1 month for each place, they all working on different equipment, so it's not long enough for me after the internship I can say I can working on that equipment no problem. But I did a lot of research when I run into problem, that helps a lot, google is my best friend. I say experience take time to build up the more I do it the faster I am and the better I am.

Internship Informational Form (Former Interns)

Guidance	
<i>Did you feel challenged in your internship? Why or why not?</i>	Yes, I see equipment I never seeing before, I'm surprise they have that many parts inside a piece of equipment and I surprise how they design this thing. I feel nervous when I working on equipment, but good nervous only make me be more careful to what I dealing with.
<i>Did you feel that you were given enough guidance or direction to complete your assignments?</i> <i>Please explain how the guidance/direction was provided and how it could have been improved, if applicable.</i>	Yes. When I working on something they always show me how to do it, so I can take all the knowledge try the next one follow the steps they just did. Or sometime they give me direction and let me do it; I really appreciate the hands-on opportunity they give to me.
<i>Did you feel comfortable asking your supervisor or coworkers questions when they arose? Why or why not?</i>	Yes, absolutely. They all be very nice to me even I always ask stupid question, they all take time to explain everything and make sure I understand.
<i>Did you have a mentor in the internship program? If yes, what effect did your mentor have on your internship experience?</i>	Yes. He teaches me what kind of working attitude is good and what is bad for me; learn the good thing not the bad.

Internship Informational Form (Former Interns)

Purpose	
<i>Did you understand how your assignments were connected to the mission of the organization? Why or why not?</i>	Yes I do. Water, Wastewater they all very important, do the best work as I can will provide water to people and make people stay away from illness.
<i>Did you feel your work was meaningful? Why or why not?</i>	Yes. Water, Wastewater they all very important, do the best work as I can will provide water to people and make people stay away from illness.
Compensation	
<i>What compensation was provided to you, if any? (e.g., monetary, course credit, other)</i>	Monetary, class credit and invaluable experience
<i>Did you feel that the compensation was appropriate for the level of services you provided as an intern? Why or why not?</i>	Yes

Internship Informational Form (Former Interns)

Career Path	
<i>What is your current occupation?</i>	Plant maintenance worker III
<i>Have you pursued a career in the field of your internship (for any duration)? Please explain.</i>	Yes, right after the internship, I work for a lot of company just for polish my skill, be ready for the job.
<i>Did your internship inspire or dissuade you from pursuing a career in that field? Why or why not?</i>	Inspire, I really like what I doing in the internship and I hope I have a job just doing the same thing.
<i>Did you feel that your internship gave your necessary skills for your field? How so?</i>	Yes, the journeyman have tons of knowledge I never feel shy to ask questions, and I ask them what you typical day looks like and what kind of skill you think you will need. So I find out my need, either I take more class or I do research to fill that hole.
Additional Information	
<i>Feel free to provide any additional information.</i>	

We would appreciate any supporting photos that can be included in the BAYWORK Internship Guidance Manual. Thank you for your responses!

If you have any questions regarding this form or the Internship Guidance Manual, please contact Steve Currie at SCurrie@sfwater.org or Catherine Curtis at CCurtis@sfwater.org.



Industrial Maintenance INTERNSHIPS

- Company:** *East Bay Municipal Utility District (EBMUD)*
- Location:** Machine shops in Alameda and Contra Costa Counties, and SD-1 Wastewater Plant
- Position:** IM Internship (five internships)
- Dates:** **September 11 – December 21, 2012 (15 weeks, minimum 25 Hours/Week)**
- Stipend:** Up to \$7,600. Three prorated stipend payments based on successful completion of Fall 2012 Cooperative Education course. (No salary or benefits)
- Shift:** Interns will work this out with their supervisors.
- Contact:** 510-287-0710 Elaine Lew-Smith, Affirmative Action Officer or Katherine Tate, Senior Human Resources Analyst
- DUE:** **Applications due by Thursday, August 23, 2012**
Send your resume, cover letter and informal transcript to: areyes@ebmud.com or EBMUD PO Box 24055, Oakland, CA 94612-1055. ATTN: Ana Gosney, MS 601.
NOTE: Internship Interviews are scheduled for August 29, Wednesday 8:30am – 3:30pm, and will be held at the EBMUD Administrative Building, downtown Oakland (375 11th Street).

Industrial Maintenance (IM) Internships:

Learn the job of a Machinist, Plant or Meter Mechanic at EBMUD. As an intern, you will be assigned to job shadow our Machinists, Plant or Meter Mechanics as they dismantle, inspect, and repair various mechanical, hydraulic, and pneumatic systems to ensure efficient operation.

Completion of two semesters of Machine Technology or IMMM certificate training at Chabot or Laney Colleges is required to apply for these internships. Internships at EBMUD provide valuable hands-on experience. Must enroll in Laney College Cooperative Work Education class during Fall 2012 semester.

During this 15 week internship at EBMUD, you will have the opportunity to assist our IMMM staff in maintaining and repairing plant equipment and machinery, interpreting mechanical drawings, and maintaining records. You will gain exposure to EBMUD staffs' professional knowledge and skills required to install, troubleshoot, and repair the following equipment or systems:

- Hydraulic components or systems (valves, cylinders, pumps, motors, accumulators)
- Pneumatic components or systems (regulators, cylinders, valves)
- Gear and Winch systems (pulleys, gears, power and winch systems)
- Lubrication (manual/automatic greasing, air/oil, oil mist)
- Pump troubleshooting and repair
- Piping/Plumbing installation and repair
- Mechanical maintenance practices and procedures (including CMMS)
- Shop Machines, tools and equipment (Band saws, Pipe Threading Machines, Metal Fabrication tools, Drill Press, Grinders)
- Rigging principles and practices

Industrial Maintenance Intern Program Rotation Schedule

INTERN	Cell Phone	Email Address	1st Rotation	2nd Rotation	3rd Rotation
			9/11-10/12	10/15-11/16	11/19-12/21
			Water - West Mitch Martinez	WW	Water - Shop Phil Munoz
			WW	Water - Shop Phil Munoz	Water - East Brian Earley
			Water - East Brian Earley	Water - Shop Phil Munoz	WW
			WW	Water - East Brian Earley	Water - West Mitch Martinez
			Water - Shop Phil Munoz	Water - West Mitch Martinez	WW

SAMPLE Industrial Maintenance Intern Program Guidelines

Performance Expectations

Placement Assignments

Interns will be rotated between three AGENCY work areas:

- Wastewater Maintenance (Plant Mechanical Maintenance Supervisor)
- Central Machine Shop (Mechanical Supervisor)
- East/West Maintenance Support (Mechanical Supervisors)

Each rotation will last five weeks. These rotations will provide the interns exposure to the industrial maintenance work completed by AGENCY Plant Maintenance Mechanics and Maintenance Machinists.

Work Schedule

- Each Intern will work a minimum of 25 hours/week
- Interns must reach agreement with their supervisor on their work schedule at the beginning of each rotation.
- At the start of each rotation, ask your supervisor about required notification times for planned and unplanned absences or changes in work schedules.
- Interns & supervisors should exchange cell phone & email information to facilitate communications.
- Interns are expected to call their supervisor at least 30 minutes before arrival
- Interns are not employees of AGENCY and are not eligible for over time or any other AGENCY salary or benefit (example: paid holidays).

Intern Duties (See IM Intern Work Check List handout)

IM Interns will shadow and assist journey-level Machinists or Plant Mechanics to gain exposure to water/wastewater maintenance work. AGENCY staff's first priority is to complete their work responsibilities. As the work allows, AGENCY staff will try to provide the intern exposure to the tasks identified in the IM Intern Work Check List handout.

Interns are expected to review this check list and identify tasks that they would like to gain some exposure to. Interns should talk with their supervisors and the journey-level staff to request exposure to these tasks. After the interns have had an opportunity to observe or assist with a task, they should make a mark in the "Gained" column.

AGENCY Vehicles

IM Interns are not authorized to drive any AGENCY vehicles.

SAMPLE Industrial Maintenance Intern Program Guidelines

Internship Wrap-up Meeting

AAO, Wastewater and OMD staff and the interns will meet during the last week of the internship to discuss the internship experience, and gain feedback on what worked and what could be improved for future internships.

General Performance Expectations

Tardiness and absenteeism adversely impact crews, coworkers and AGENCY's ability to provide reliable, high quality water services and responsive customer service.

Each intern should be ready to work and dressed appropriately for the work assignment at the start of the assigned work period. Each intern is expected to be at the workplace or jobsite for the duration of the assigned work period unless there is prior approval by the supervisor. Each intern is expected to be engaged in the work of the AGENCY when on AGENCY time. Each work unit will develop their own rules for specific work hours and how lunch, rest breaks, and clean up times are handled based on their operational requirements.

Unscheduled absences adversely impact the work of AGENCY staff and AGENCY's ability to achieve and maintain operational efficiency and effectiveness.

It is the responsibility of each intern to provide adequate notification to his/her supervisor in the event that he/she will not be able to report to work. The amount of notification time required before the start of work day will be developed by each work unit based on their operational requirements.

Work Injuries: All Interns are covered by Laney College's workers compensation and general liability insurance. The AGENCY strives to maintain a safe and healthy work environment. In the event of an injury to an intern, the intern is responsible for reporting and documenting the injury as soon as possible to the AGENCY supervisor and the Laney College Cooperative Education Program (CEP) instructor. The AGENCY supervisor is responsible for reporting this injury to the AA Office in a timely manner. The AA Office will confirm with Laney College CEP instructor that the injury has been reported and addressed.

Work Apparel and Personal Protective Equipment: Interns are expected to wear clothing appropriate for their work assignments, and to use personal protective equipment (PPE) as required. PPE is required to provide an adequate measure of safety, to properly identify workers in the field, and to provide a reasonable appearance to the general public.

Use of AGENCY Property: The AGENCY is a public entity and, as such, is accountable to the public for use of all AGENCY property.

SAMPLE Industrial Maintenance Intern Program Guidelines

Accordingly, AGENCY equipment, tools, and vehicles are for AGENCY business and are not to be used for personal business; interns are prohibited from taking or using AGENCY tools, equipment, machines, vehicles, and materials, including scrap and waste materials, for their own personal use or the personal use of others.

Industrial Maintenance Intern Training Goals Check List

The following is a list of objectives for Students to observe, learn, assist and/or have the ability to do by the end of their internship. Workload and staffing levels will affect where and when one can be trained. This is an aggressive training schedule; a student may not be trained in all items.

LEVEL I

TASK	COMPETENCY EXPECTATION	Requested	Gained
Safety Practices – Knowledge of Shop and Field safety practices.	Applies safe work practices in operating shop tools, hand and power tools and equipment. Properly secures worksite to ensure pedestrian, traffic and worker safety.		
Basic knowledge of safe rigging principles and practices	Learn how to properly rig loads for safe and efficient movement.		
Basic knowledge of the principles and operation of: Pumps Motors Valves Regulators Pneumatic Tools Hydraulic Systems	Identifies and demonstrates understanding of the basic operating principles and applications of: • Pumps: horizontal, vertical, end suction • Motors • Valves • Regulators: mechanical, hydraulic actuated • Pneumatic tools • Hydraulic systems		
Basic knowledge of the various types of pump/motor couplings used by the AGENCY	Identifies and demonstrates understanding of the basic operating principles and applications of: • Pumps: horizontal, Vertical, end suction • Motors • Valves • Regulators: mechanical, hydraulic actuated • Pneumatic tools • Hydraulic Systems		
Basic knowledge of the proper use and maintenance of hand and power tools	Identifies and demonstrates understanding of the basic operating principles and applications of hand and power tools used in the trade.		
Basic knowledge of the proper use and maintenance of: Metal Fabrication tools Band Saws Pipe Threading Machines Drill Press Grinders	Demonstrates proper operation of machine tools and equipment, including cutting tool speed selection, feed formula and work clamp technique.		
Basic knowledge of the methods, materials and tools used in plumbing installation and repair	Demonstrates basic understanding of use and application of materials, fittings, joint types and assembly methods for piping/ plumbing system installation and repair.		
Knowledge of the principles, operation and basic troubleshooting of: Gear and Winch Systems	Demonstrates basic understanding of the application and operation of gear types, pulleys and mechanical ratios for power and winch systems.		
Central Tool Room: Inspection and maintenance of	Identifies and demonstrates understanding of basic components and operation of sump		

Industrial Maintenance Intern Training Goals Check List

TASK	COMPETENCY EXPECTATION	Requested	Gained
pumps, valves and motors	pumps, hydraulic and pneumatic valves, and motor types for portable tools and equipment.		
Basic skills in the use of measuring devices, such as: Scales, Tape rules, Micrometers, Dial indicators, Vernier calipers	Identifies and applies precision measuring tools to check and measure machine work and equipment dimensions. Demonstrates basic skill in the use of tape measure, outside micrometer, dial indicator and Vernier caliper.		
Basic skills in reading mechanical drawings	Reads and interprets basic orthographic drawings for component parts and systems (dimension lines, datum lines, measurements, and size tolerances).		
Maintain elementary records properly, such as PM reports	Prepares and maintains a wide variety of basic work records, including work orders and PM requests.		

Industrial Maintenance Intern Training Goals Check List

LEVEL II

TASK	COMPETENCY EXPECTATION	Requested	Gained
Lathe – Set-up and machine shafts, bores, tapers and facing operations to dimension, cut rudimentary thread sizes, grind cutting tools.	Sets up and machines tapers, 60 degree V-threads, boring (internal), facing, and grooving.		
Milling Machine – Set-up, index and machine squares, hexagons, etc.	Sets up, indexes and machines general components for fabrication projects (brackets, etc.), service yard tooling (gate keys, push rods, etc.), machine shaft keyways, broach internal keyways and coupling replacements (drill and bore).		
Drill Press (Radial) – Set-up, drill, ream, bore and grind cutting tools	Sets up, drills, reams and bores bolt circle patterns, precision holes and machine tapping		
Use of Power Shear and Sheet Metal Brake	Fabricates panels, boxes and reservoir tanks. Assembles mechanically or by welding or riveting.		
Use of various Hand Tools	Makes repairs using various hand and power tools, including drill motor, roto-hammer, hack saw, punch, files, etc.		
Use of Electric Welding Equipment	Fabricates and repairs equipment using gas welding and brazing, arc welding and Mig welding methods and techniques.		
Fabrication and Welding: Fabrication of specialized equipment from steel bar and various gauge sheet metal, repair of damaged equipment	Fabricates and repairs equipment using a variety of metal alloys and materials (angle and channel iron, flat bar, round stock, pipe and sheet metal).		
General Repair: Maintain pumps, valves compressors, plumbing and perform pump alignments Central Tool Room: Maintenance and repair of portable tools (pneumatic and hydraulic)	Identifies, performs routine maintenance and replaces wear components on pumps, valves, compressors and related plumbing components. Repairs and maintains a variety of pneumatic and hydraulic tools (paving breakers, diaphragm pumps, etc.).		
Working knowledge of safe rigging practices	Safely rigs materials and equipment to make repairs at AGENCY facilities.		
Perform corrective and preventive maintenance in pumping plants and water treatment plants with ozone units.	Performs routine preventive maintenance (oil checks on pump/ motor/ compressor bearing/gear housings, valve lubrication and exercise, pressure settings for pilot control and test procedures, etc.) on process control systems. Overhauls operating cylinders for hydraulic cylinder valves, including versa valves. Troubleshoots and repairs chemical feed systems and components, including control valves, eductors, rotometers, etc.		

Industrial Maintenance Intern Training Goals Check List

LEVEL III

TASK	COMPETENCY EXPECTATION	Requested	Gained
Lathe - Set-up and precision machine pump shafts, valve stems, bushings, threads, equipment parts, etc.	Sets up and performs inspections (straightness, concentricity of diameters, shoulder fits, etc) and precision machine work (+/- .0005) on pump and motor shafts (thread types 29 degree Acme, 60 degree V American Standard, 60 degree metric), pump case rings and bearing housings.		
Milling Machine - Set-up, lay out, and precision machine keyways, index various shapes, bore holes, etc.	Sets up and performs inspections and precision machine work (+/- .0005) to fabricate and repair pump and motor shafts and bearing housings (bolt hole circles, keyways (variety of geometric shapes), precision hole boring, etc. Troubleshoots motor and pump casings, bearing housings, case ring and seal body fit to determine required repairs (milling pockets, material build-up, re-machining, etc.).		
Key Seater Set up and cut keyways	Sets up and performs tapered bored keyways (internal) and external shaft keyways (straight and tapered).		
Welding - Set up and use gas and electric welding equipment in cutting, forming, joining, building up metal and fabricate parts	Fabricates and repairs components and equipment using a variety of welding equipment and techniques including gas (welding and brazing), electric arc, Mig and Tig.		
Shop and Field Balancing: Set up and precision balance rotating elements for pumps, motors and blowers Field balance vertical pump units	Sets up and balances pump and motor rotating assemblies. Learns and applies field balancing techniques (vibration analysis).		
General Shop and Field Work - Maintain and install valves, pumps, controls, altitude valves, regulators, rate control valves and filter and pumping plant equipment	Mounts, installs, aligns, troubleshoots and makes skilled repairs to a wide variety of pumps, motors, valves (altitude, pressure control, relief) and chemical process equipment.		
Working knowledge of proper tool usage and safe rigging practices	Safely rigs materials and equipment to make repairs at AGENCY facilities		
Perform repairs and corrective and preventive maintenance in pumping and treatment plants with ozone units	Performs preventive maintenance and repairs on pumping and treatment plant systems (chemical, ozone, etc.) and equipment.		

Name of Student

Rotation 1 September 11 – October 12, 2012

Rotation 2 October 15 – November 16, 2012

Rotation 3 November 19 – December 21, 2012

EBMUD Instrument Intern Program

July 30, 2014 Wrap Up Meeting

2:00 – 3:30 p.m.

Administration Building, 2nd Floor, TRC

375 11th Street, Oakland

ATTENDEES:

EBMUD: D. Boutté, K. Tate, T. Lam, L. Toth, S. Mercado, M. Costello, P. Clay, P. Paul

Interns: R. Dely, D. Belsher, R. Bell, J. Smith, D. Owens

LMC: D. Wahl, T. Sanders, C. Nasworthy

Guests: C. Davis (S.F. Water), R. Willette (S.F. Water); S. Curry (S.F. Water)

Absent: I. Bell, T. Latham, L. Toth, L. Maynes

1:30 – 1:45 Welcome
Wrap Up Meeting Objectives
Introductions

1:45 – 2:05 **Interns:**
1. What did you learn?
2. Tell us about a highlight during your internship.
3. What can EBMUD do to improve future internships?
4. What can the college do to better prepare you for the internship?
5. Has this internship influenced your career choices? Would you seek employment with EBMUD?

2:05 – 2:20 **EBMUD Supervisors:**
1. Tell us about an experience with an intern that was memorable.
2. Are there any lessons learned you would like to share?
3. What can the interns/college do to better prepare for EBMUD internships?
4. What can EBMUD do to improve future internships?

2:20 – 2:35 **Los Medanos College:**
1. Are there any lessons learned you would like to share?
2. What can EBMUD do to improve future internships?
3. What can the college do to better prepare students for these internships?

2:35 – 2:50 **Recruitment**
EBMUD's employment process
 • Online application
 • Timeline for Instrument Worker II and other applicable District skilled trades employment opportunities

2:50 – 3:00 **Closing Comments**

EBMUD Instrument Intern Program

EBMUD Instrument Internship Objectives:

- Provide interns an overview of instrument technology work in a Water/Wastewater Utility.
- Provide interns opportunities for hands-on work experience to build on their classroom training.
- Increase interns' awareness of employment opportunities at EBMUD.
- Increase EBMUD supervisors' awareness of the knowledge and skills that students gain through the Los Medanos College training programs.
- Increase diverse, qualified candidate pool for EBMUD's hard-to-fill, skilled trades jobs.

EBMUD Instrument Intern Program

Notes from July 30, 2014 Wrap Up Meeting

ATTENDEES:

EBMUD: D. Boutté, K. Tate, T. Lam, L. Toth, S. Mercado, G. Gilley
Interns: R. Dely, D. Belsher, R. Bell, J. Smith, D. Owens
LMC: D. Wahl, C. Nasworthy
Guests: C. Davis (BAYWORK), S. Curry (BAYWORK)
Absent: T. Sanders (LMC), C. Pace, T. Latham, M. Costello, I. Bell

EBMUD Instrument Internship Objectives:

- Provide interns an overview of instrument technology work in a Water/Wastewater Utility.
- Provide interns opportunities for hands-on work experience to build on their classroom training.
- Increase interns' awareness of employment opportunities at EBMUD.
- Increase EBMUD supervisors' awareness of the knowledge and skills that students gain through the Los Medanos College training programs.
- Increase diverse, qualified candidate pool for EBMUD's hard-to-fill, skilled trades jobs.

Interns' Perspective

LIKES

- Emails from District staff (Ted Lam, etc.) helped prep the interns even before they started the internship
- Orientation/First Day, especially the explanation of EBMUD's application process
- Rotation and variety of work
- Broad variety of trades experiences – plumbing, electrician, instrumentation
- Internship gave interns opportunity to build on classroom training and get real world experience in a water/wastewater utility
- Not just shadowing Instrument Techs
- Opportunities to do actual work – “very hands on”
- Trust EBMUD employees gave interns
- Learned troubleshooting and techniques from a diverse group of EBMUD employees
- Internship gave interns confidence in their skillset
- For most interns, solidified interest in further pursuing their trade and pursuing employment with EBMUD and/or other Water/WW utility

SUGGESTIONS

- Make internship longer than 10 weeks, possibly 15 weeks
- Prior to arrival of interns, share the Intern Goals Checklist with EBMUD staff who were assigned to work daily with the interns
- Offer 3 rotations instead of 2 rotations between Wastewater, Water – FMC East, and Water - FMC West
- EBMUD should consider offering unpaid internships/externships to students

EBMUD Instrument Intern Program

Los Medanos College's Perspective

LIKES

- EBMUD internship opportunity links LMC coursework to actual jobs
- EBMUD internship broadened the employment opportunities for LMC students from primarily petro/chemical-focused industries to water/wastewater public utilities
- Employers like EBMUD are essentially vetting LMC's course curriculum/certificate program if students are eventually hired by EBMUD
- Win-win for interns, college and employers like EBMUD
- Building a relationship with employers like EBMUD is important for the College
- There continues to be a waitlist for ETEC program enrollment

SUGGESTIONS

- Offer a longer internship
- Consider offering internships during another semester/quarter
- Consider offering ongoing, yearly internships

EBMUD's Perspective

LIKES

- Internship allowed EBMUD staff to share their knowledge, skills and experience with students
- Interns' enthusiasm and willingness to learn also resulted in getting several tasks completed
- Internship potentially helped increase qualified, diverse candidate pool

SUGGESTIONS

- Keep learning and get in the habit of taking daily notes to help with recall for future use and troubleshooting
- Require LMC students to complete LMC course in interviewing techniques prior to applying for internships to prepare them for internship/job interviews
- Maintain a clean driving record
- Maintain a positive attitude and teamwork mentality
- Check 1x a week (Monday is best) for upcoming EBMUD jobs
- Better yet, sign up to receive email notices for specific EBMUD jobs that interns are interested in or qualified for (expires after 1 year, so need to sign up for this feature annually).
- If interns do not make it the first time, apply in 1-2 years. But in the meantime, build up skills either through continuing school or through employment.

BAYWORK Internship Guidebook

Appendix 1-D

Marin Municipal Water District

Additional Program Information and Materials

Internship Informational Form (Employer)

Contact Information	
Program Contact Name	Mark Williamson
Email	mwilliamson@marinwater.org
Phone	415.945.1430
Website	www.marinwater.org
Internship Overview	
Internship Program Name	Only informal internship programs
Employer of Record	Marin Municipal Water District
Intern Job Classification	Hired into one of several "seasonal" or "intern" positions
Internship Level (check all that apply)	☐ Middle School ☐ Community College ☐ High School ☐ University ☐ Other: _____
Eligibility Criteria	
Work Site Classification (Office building, treatment plant, production warehouse, restaurant, etc.)	
Number of Interns in Program	
Internship Detail	
Mission Statement	
What is the program mission statement?	

Internship Informational Form (Employer)

Program Summary	
<i>Please provide a brief overview of your internship program.</i>	The intern positions are in various areas, and are not quite as formal as it sounds. The main goal is to give people in various areas of expertise hands-on experience with the water industry
<i>Please elaborate on the most successful component(s) of your internship program.</i>	An internship in a Treatment Plant Operator last year resulted in hiring 1 person as a trainee a few months later when a vacancy occurred.
Program Components	
<i>What were the program components, including orientation?</i> <i>Please attach any example calendars, program overviews, intern performance evaluation templates, etc.</i>	A few checklists, etc. attached.
History/Development of Program	
<i>How did the program come to be?</i>	Developed informally in various areas, tied in with long-running "seasonal hire" program.

Internship Informational Form (Employer)

Recruitment Strategy	
<i>What efforts were made to inform intern candidates about internship opportunities?</i> <i>Please attach any example recruitment materials.</i>	They're posted along with other seasonal positions; sometimes additional contacts are made at schools with specific programs.
<i>What recruitment strategies worked best?</i>	
Partners	
<i>What other entities partnered with your internship program?</i>	
<i>Were there any challenges associated with the partnership? (if applicable)</i>	The amount of time required to recruit for large numbers of seasonal/interns

Internship Informational Form (Employer)

Application Process	
<i>What was the application and selection process?</i> <i>Please attach any example application or selection materials.</i>	
Compensation	
<i>What compensation was provided to interns, if any? (e.g., monetary, course credit, other)</i>	
Program Schedule	
<i>Please provide the hours per week worked and duration of the internship.</i>	
Liability	
<i>How did you address liability issues associated with having an intern on-site?</i>	

Internship Informational Form (Employer)

Self-Evaluation	
<i>What challenges did you encounter in the internship program?</i>	
<i>How do you measure the success of your program?</i>	
<i>What efforts have been made to track former interns? Have the efforts been successful?</i>	
<i>Please share any lessons learned!</i>	
Program Outcomes/Statistics	
<i>Please provide any quotes from internship participants, if available.</i>	
<i>Please provide any statistics of job placement for former interns, if available.</i>	

Internship Informational Form (Employer)

<i>Is there a former intern from this program that we can interview? If so, please provide the contact information.</i>	
Additional Information	
<i>Feel free to provide any additional information.</i>	

Please attach any material or tools used for the internship program. This could include outreach materials, welcome packets, exit-interview surveys, etc. Additionally, we would appreciate any supporting photos that can be included in the BAYWORK Internship Guidance Manual. Thank you for your responses and materials!

If you have any questions regarding this form or the Internship Guidance Manual, please contact Steve Currie at SCurrie@sfgwater.org or Catherine Curtis at CCurtis@sfgwater.org.



MARIN MUNICIPAL WATER DISTRICT

Internship Opportunity Vacancy No. 2054

220 Nellen Avenue Corte Madera CA 94925-1169

www.marinwater.org

Interns

Marin Municipal Water District is a public utility providing water to 190,000 people located in a 147 square-mile area of Marin County. In operation since 1912, MMWD is the oldest municipal water district in California.

Salary: \$15.81 per hour

Posted: April 23, 2015

Filing Deadline: Open Until Filled

The recruitment may be closed at any time

DESCRIPTION

We have several internships within the District in the areas of GIS/Survey, Development Services, Civil Design, and Water Quality. Assignments are for a 40 hour week for 10-12 weeks unless otherwise specified. Positions operate out of MMWD's Corte Madera location.

THE POSITIONS

GPS/GIS FIELD COLLECTION INTERN: (5 positions) Under general supervision of the Engineering Support Services Manager, assists staff with field data collection of MMWD valves and appurtenances using a Trimble GeoXH 6000. Candidate will interpret GIS mapping data using a laptop or iPad in the field with GIS software to properly identify the water system objects to be located in the field, and GPS device to capture the NAD 1988 position of an object. Follows proper safety procedures for working in roadways with various levels of traffic and be able to identify when additional help is needed. **Safety Boots Required.** Work hours are 7:30 a.m. to 4:00 p.m. These positions are a six (6) month duration.

Desired Background: *Must be 18 years or older and have a California Driver's License with satisfactory driving record. Education in the areas of Survey or GIS preferred. Desirable skills include ability to work independently; detail oriented with good organization skills; ability to effectively communicate, report and resolve discrepancies; work as a team player; operate a variety of office equipment including GIS. Data Entry required. Knowledge of Microsoft Office; Microsoft Windows; Information Technology; ESRI ArcGIS; and has a basic understanding of electronics.*

Due to the driving requirements of this position, DMV Form H-6 will be required if applicant moves forward in the process. See selection process section of this announcement for more information.

SURVEY/AUTOCAD/GIS INTERN: (1 position) Under general supervision of the Engineering Support Services Manager, assists staff with interpreting survey legal descriptions for MMWD easements, plotting the descriptions in AutoCAD, and entering the easements into a GIS Database. Candidate also reads engineering drawings, and uses AutoCAD and GIS systems. Field work may be required to clarify MMWD easement boundaries. **Safety Boots Required.** Work hours are 7:30 a.m. to 4:00 p.m. This position is for a six (6) month duration.

Desired Background: *Must be 18 years or older and have a California Driver's License with satisfactory driving record. Education in the areas of Survey and GIS and/or current or in progress college Survey Program Certificate preferred. Desirable skills include ability to work independently and as a team player; detail oriented; interpret survey legal descriptions. Must be able to operate a variety of office equipment including, computer, fax, ten key, calculator and photocopier. Candidate has knowledge of Microsoft Office, AutoCAD and ESRI ArcGIS.*

DEVELOPMENT SERVICES INTERN: (1 position) Under general supervision of the Engineering Support Services Manager, assists staff with various clerical duties including scanning, filing, data entry and spreadsheet maintenance. Work Hours are 8:00 a.m. to 4:30 p.m. This position is for a three (3) month duration.

Desired Background: *Must be 18 years or older. Experience with office equipment e.g., copier, fax, scanner is preferred. Desired skills include ability to work independently; strong attention to detail and the ability to lift 50 pounds. Must have knowledge of Microsoft Office and Windows.*

WATER QUALITY SAMPLING INTERN: (1 position) Under direction of the Water Quality Field Supervisor, assists with distribution system and reservoir water sampling, reservoir algae investigations and reservoir algae treatments, and additional miscellaneous field investigations and water quality tasks. Uses sampling equipment such as a chlorine test kit, temperature gauge, and a datasonde with hand-held surveyor. Performs miscellaneous office tasks, such as mapping sampling points, working with data and reports, and scanning documents. Additionally, performs maintenance and clean-up work as needed. **Safety Boots required.** Work hours are 7:00a.m to 3:30 p.m. This position is for a four (4) month duration, starting July 1 (July through October 2015 is preferred).

Desired Background: *Must be 18 years or older and have a California Driver's License with satisfactory driving record. Must be able to perform moderate physical work, climb tank ladders, safely operate a 4-wheel drive truck, and tow a small trailer. Education and knowledge in the areas of water quality, chemistry, water treatment, biology, and/or environmental sciences, and some knowledge of limnology preferred. Knowledge of, and experience with, water quality sampling and equipment: datasonde use, maintenance, and calibration; dissolved oxygen and chlorine field analyzers, etc. Knowledge of Microsoft Office, Microsoft Windows, LIMS, GIS, and operation of office equipment. Must be detail oriented. Knowledge of Marin Streets; Ability and willingness to work safely with pesticides; California State Water Resources Control Board Drinking Water Distribution Operator License highly desirable. Desired skills include ability to work independently and efficiently, work as a team player, and work effectively in a fast-paced environment. Must be able to swim 100 feet and lift up to 50 pounds. Ability to safely operate a boat with an outboard motor is preferred as well.*

Due to the driving requirements of this position, DMV Form H-6 will be required if applicant moves forward in the process. See selection process section of this announcement for more information.

CIVIL ENGINEERING INTERN: (1 position) Under supervision, assists staff engineers with the implementation of pipeline and tank replacement programs. Typical tasks include research and assessment of existing infrastructure related to the projects, calculations in Excel and design reports; Word formats; reviewing technical documents; summarizing findings and recommendations from

these documents. Work Hours are 8:00 a.m. to 4:30 p.m. This position is for a three (3) month duration.

Desired Background: *Must be 18 years or older and have a California Driver's License with satisfactory driving record. Candidate for or recipient of a Bachelor's degree, with an emphasis on civil engineering; ability to collect detailed, accurate field data with minimal supervision; word processing and computer applications of data analysis (including Word, Excel, internet, etc.);*

Due to the driving requirements of this position, DMV Form H-6 will be required if applicant moves forward in the process. See selection process section of this announcement for more information.

TO APPLY

PLEASE SUBMIT YOUR ONLINE APPLICATION at www.calopps.org. If you wish to receive a paper application, call 415-945-1433, or apply in person at MMWD/HR, 220 Nellen Avenue, Corte Madera, CA 94925.

To be considered for a position, the following documents must be submitted as part of your application.

1. MMWD Application
2. Supplemental Application

SELECTION PROCESS

Complete the application in full. Be sure to indicate dates of employment, hours worked, and describe your duties. You may attach a resume but it is not acceptable as a substitute for any part of the application or supplemental questionnaire. Initial screening of your qualifications will be based solely on the application documents received by the District. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the selection process.

Per Labor Code § 432.9, inquiries about an applicant's criminal history are not made on the initial employment application. That information may be requested later for applicants who meet requirements for the position and who move forward in the recruitment process.

Some of the intern positions require driving on the District's behalf. If so, an original DMV H-6 report (10-year driving history) will be requested by the Human Resources Department. The DMV H-6 must be current (within 30 days from our request for this document). The 10 year record cannot be obtained on-line; you must visit a DMV office and request the H-6 (even if you have been driving less than 10 years). A K-4 (3 year driving record) or an on-line driving record will **NOT BE ACCEPTED**.

Do NOT submit either conviction information or the DMV H-6 until requested to do so.

Marin Municipal Water District
Interns 2015 – Vacancy #2054
Page 4 of 4

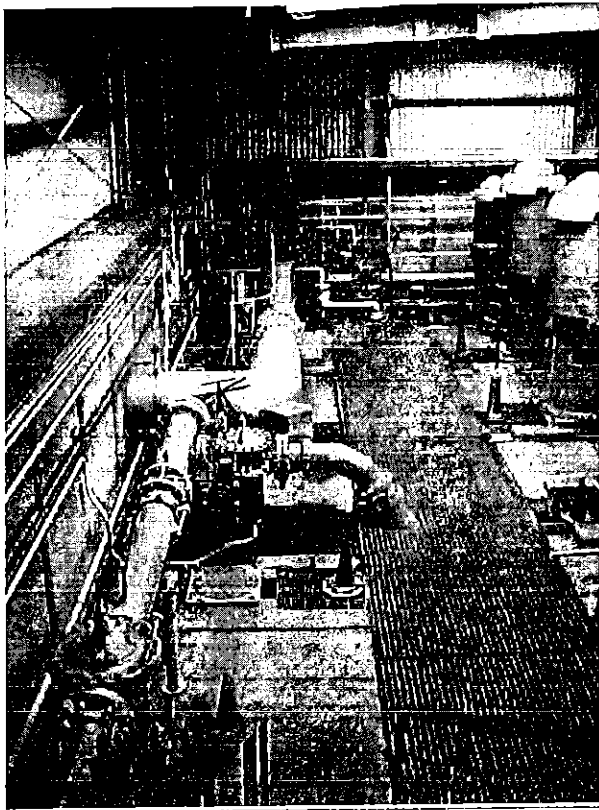
These positions are temporary, seasonal, hourly, and nonexempt, and individuals hired in this position can be terminated at any time, with or without cause, and with or without notice, at the option of either the District or employee.

Marin Municipal Water District
220 Nellen Avenue, Corte Madera CA 94925
For general information about MMWD: www.marinwater.org
Equal Opportunity Employer



San Geronimo Treatment Plant Training List

Each Intern will initial each of the following categories as he/she is instructed in them. He/she is acknowledging that he/she has been instructed on and fully understands the operation of each item.



Instructor:

Intern:

Date of Completion:

Description	✓	Instructor	Date	Trainee	Date
CHEMICAL FEED SYSTEMS					
Sodium Hypochlorite (Hypo)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Feed Points					
- Delivery Procedure					
- Chemical Dilution & Transfer System					
- Safety & MSDS					
- Analyzer Calibration and Maintenance					
-What analyzers control/how to change points of control & dosage					
Ammonium Hydroxide (Ammonia)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Feed Points					
- Delivery Procedure and Calculations					
- Softener System					
- Safety & MSDS					
- Dosage / what controls the feed rate					
Zinc Orthophosphate (ZOP)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Feed Points					
- Delivery Procedure					
- Safety & MSDS					
- Dosage / what controls the feed rate					
Fluorosilicic Acid (Fluoride)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Feed Points					
- Delivery Procedure and Calculations					
- Safety & MSDS					
- Dosage / what controls the feed rate					
- Chemical Transfer System					
-Sump pump operations & where it can go					
Ferric Chloride					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Feed Points					
- Delivery Procedure					
- Dosage / what controls the feed rate					

-Trace out all piping , injection points					
Description	√	Instructor	Date	Trainee	Date
- Safety & MSDS					
- SCD Operation and Maintenance					
Caustic Feed System					
- Overview					
- Automatic Pump Operations					
- Manual Pump Operations					
- Feed Points					
- Safety & MSDS					
-pH analyzers and what they control					
Polymer Feed Systems					
- 102 HV Operation					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Feed Points					
- Delivery Procedure and Calculations					
- Safety & MSDS					
- Polyblend Operations					
- Calculations and Settings					
- Drum Change					
- Cleaning of pump & head					
- Feed Points					
- Safety & MSDS					
- Backwash PE Operation					
- Automatic Pump Operations					
- Manual Pump Operations					
-SCADA control					
TURBIDIMETERS					
-Surface Scatter opr/cal/maintenance					
-Low Range 1720C opr/cal/maintenance					
PARTICLE COUNTERS					
- Operation & maintenance					
- software operation					
LAB TESTS AND PROCEDURES					
- DR 5000 operation- light bulb					
- Ammonia as Nitrogen TNT Method					
- Color, True and Apparent					
- pH Electrode Method maint & calibration					
- Chlorine Free and Total DPD Method					
- Turbidity Hach 2100N maint. & calibration					
- Alkalinity					
- Zinc Zincon Method					
- DO					
- Taste & Odor					

- Sludge Solids					
- Preparation of Fluoride Standards					
- Chemical Waste Handling					
- Fluoride SPADNS Method					
- Probe Maintenance and Handling					
- Lab Safety					
- Jar Tests					
Description	√	Instructor	Date	Trainee	Date
PLANT INFRASTRUCTURE					
- Main gate key pad & manual control					
- Main gate manual over ride by phone					
- Air compressors & portables					
- Yard Drains					
- Catch basin valve and where it will pump to					
- Wash Water & Surface wash supply					
- Flash Mixer					
- Dilution Water system					
- Sludge pumps, Beds & all sludge piping					
- Sludge Rakes, torque & records					
- Paddle Mixers					
- Security Inspections					
-Chemical loading area sump pump					
-Clear well, CT chamber and weirs					
BACKWASH PROCEDURES					
- Automatic					
- Manual					
- BW Failure/Abort & Reset					
- Break in procedure					
-Filter size, media depth and rates					
RAW FLOW CONTROLS					
-Tocaloma Pump Controls					
- SCADA Automatic & Manual control for Shafter valve					
-Valves in mixing chamber					
-Raw flow meters location & use on SCADA East & West & Lag Meter					
-Upper and lower ponds: pumps, valves and piping					
READING MATERIALS					
- Chemical Hygiene Plan					
- Hazardous Communication Plan					
- Haz-Mat Business Plan					
- SGTP Confined Space Plan					
- SGTP Operation Plan					
- SGTP SOP binder					
ADMINISTRATIVE FUCTIONS					
- LIMS Data Entry					

- Alarm Procedures & Operations					
- Time Sheets					
- Chem. Consumption Calculations					
SCADA SYSTEMS					
- Log On & Off Procedure					
- Historical Trends, trend sets					
- Printing					
- Quick trends					
- All data screens & functions					
- Distribution System pages					
WASH WATER RECOVERY SYSTEMS					
- Returning water to the plant					
- Sampling return water					
- Pond Cleaning & pumps					

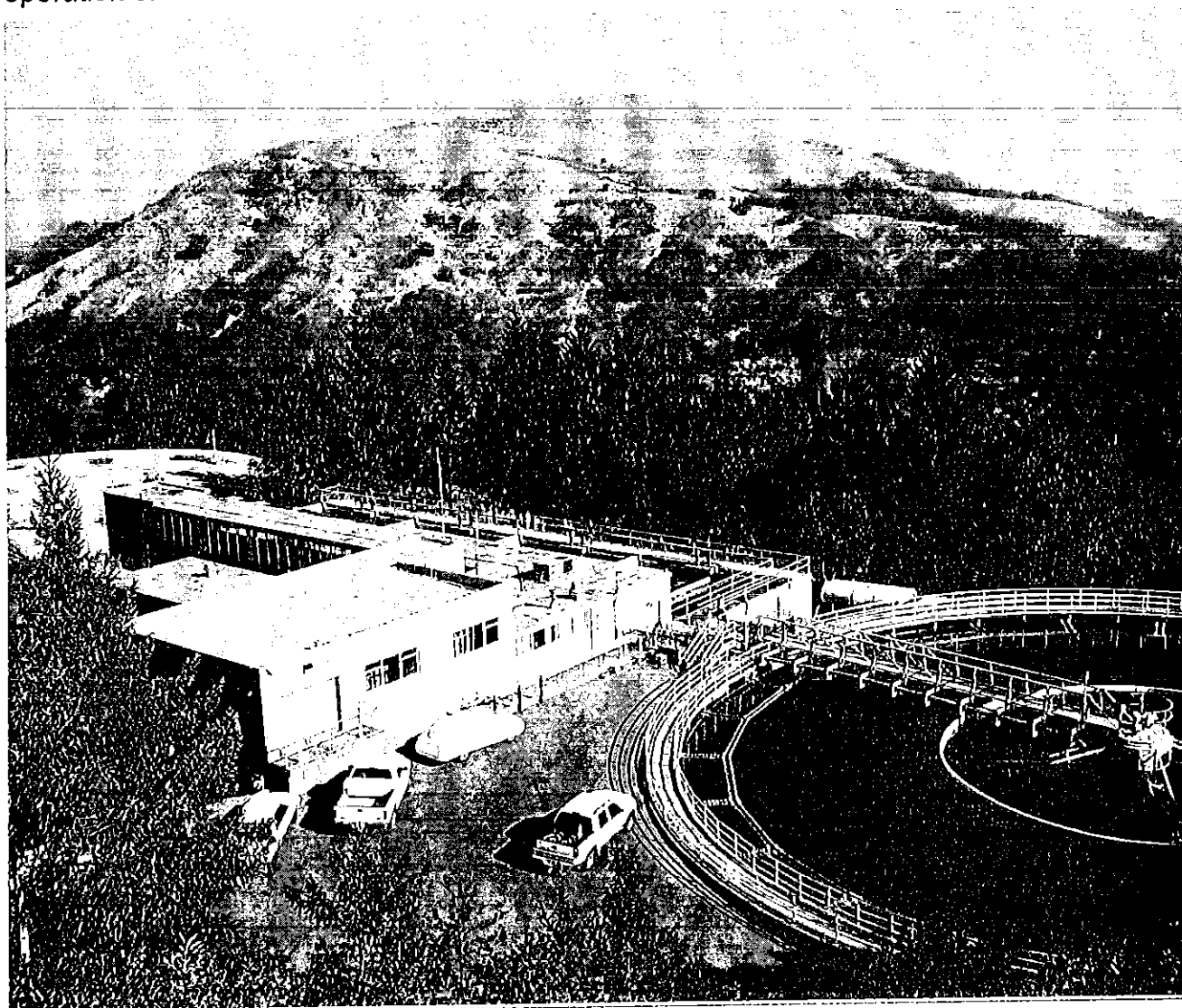
COMMENTS BY INSTRUCTOR ON ITERN, INTERNSHIP PROGRAM, ETC.

COMMENTS FROM INTERN ON INSTRUCTION PROGRAM , INSTRUCTOR, AND ANY SUGGESTION FOR A BETTER PROGRAM.



Bon Tempe Treatment Plant

Each Operator Intern will initial each of the following categories as he/she is instructed in them. He/she is acknowledging that he/she has been instructed on and fully understands the operation of each item.



Instructor:

Intern:

Date of Completion:

Description	√	Instructor	Date	Trainee	Date
CHEMICAL FEED SYSTEMS					
Sodium Hypochlorite (Hypo)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Delivery Procedure					
- Chemical Dilution & Transfer System					
- Safety & MSDS					
- Analyzer Calibration and Maintenance					
-Feed Points					
-What analyzers control/how to change points of control & dosage					
Ammonium Hydroxide (Ammonia)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Delivery Procedure and Calculations					
- Softener System					
- Safety & MSDS					
- Feed Points					
Zinc Orthophosphate (ZOP)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Delivery Procedure					
- Safety & MSDS					
- Feed Point					
Fluorosilicic Acid (Fluoride)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Delivery Procedure and Calculations					
- Chemical Transfer System					
- Safety & MSDS					
- Analyzer Calibration and Maintenance					
-Feed Point					
Ferric Chloride					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Delivery Procedure					
- Feed Points					
- Safety & MSDS					
Polymer Feed Systems					
- 102 HV Operation					

Description	√	Instructor	Date	Trainee	Date
- SCD Operation and Maintenance					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Safety & MSDS					
- Feed Points					
- Polyblend Operations					
- Calculations and Settings					
- Drum Change					
- Cleaning					
- Safety & MSDS					
- Feed Points					
- Backwash PE Operation					
- Automatic Pump Operations					
- Manual Pump Operations					
- Manual Pump Operations					
Caustic Soda Systems					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Feed Points					
- Safety & MSDS					
- Analyzer calibration and maintenance					
TURBIDIMETERS					
-Surface Scatter opr/cal/maintenance					
-Low Range 1720C opr/cal/maintenance					
PARTICLE COUNTERS					
- Operation & maintenance					
- software operation					
LAB TESTS AND PROCEDURES					
DR 5000 operation- light bulb					
- Ammonia as Nitrogen TNT Method					
- Color, True and Apparent					
- pH Electrode Method maint & calibration					
- Chlorine Free and Total DPD Method					
- Turbidity Hach 2100N maint. & calibration					
- Alkalinity					
- Zinc Zincon Method					
- DO					
- Taste & Odor					
- Sludge Solids					
- Preparation of Fluoride Standards					
- Preparation of Acid Wash					
- Chemical Waste Handling					
- Fluoride SPADNS Method					
- Probe Maintenance and Handling					

Description	√	Instructor	Date	Trainee	Date
- Lab Safety					
- Jar Tests					
READING MATERIALS					
- Chemical Hygiene Plan					
- Hazardous Communication Plan					
- Haz-Mat Business Plan					
- BTTP Confined Space Plan					
- BTTP Operation Plan					
- BTTP SOP Binder					
BACKWASH PROCEDURES					
- Automatic					
- Manual					
- BW Failure					
- Filter size, media depth and rates					
- Break in procedure					
RAW VALVE CONTROL					
- SCADA Automatic & Manual control					
- Under Grate control					
SCADA SYSTEMS					
- Log On & Off Procedure					
- Historical Trends, trend sets, personal trends					
- Printing					
- Distribution System					
WASH WATER RECOVERY POND					
- Returning water to the plant					
- Sampling return water					
- Pond Cleaning					
PLANT INFRASTRUCTURE					
- Main gate key pad & SCADA control					
- Main gate manual over ride					
- Fish Grade gate key pad & key control					
- Fish Grade gate notification to leave open					
- UPS, what's it cover					
- Generator operation					
- Main Breaker Panel					
- Breaker Boxes, IO drops, SCADA equip.					
- Phone Company Equipment					
- Charts					
- Air compressors					
- Yard Drains					
- Pumping sludge to the truck					
- Office Alarm Panel					
- Chemical room sump pumps / Discharge					
- Chemical feed points/Analy. Sample points					
- Wash Water Supply Pumps					

Description	√	Instructor	Date	Trainee	Date
- Surface Wash Pump					
- Flash Mixer					
- Dilution Water Pump					
- Floc Drive VFD					
- Sludge Rake					
- Paddle Mixer					
- Septic System					
- Security Inspections					
ADMINISTRATIVE FUCTIONS					
- LIMS Data Entry					
- Alarm Procedures & Operations					
- Time Sheets					
- Janitorial Duties					
- Paradox					
- Chem. Consumption Calculations					

COMMENTS BY INSTRUCTOR ON INTERN, INTERNSHIP PROGRAM, ETC.

COMMENTS FROM INTERN ON INSTRUCTION PROGRAM , INSTRUCTOR, AND ANY SUGGESTION FOR A BETTER PROGRAM.



IGNACIO PUMP STATION

Each operator trainee will initial each of the following categories as he/she is instructed in them. He/she is acknowledging that he/she has been instructed on and fully understands the operation of each item.

Instructor:

Trainee:

Date of Completion:

Description	√	Instructor	Date	Trainee	Date
CHEMICAL FEED SYSTEMS					
Sodium Hypochlorite (Hypo)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Delivery Procedure SOP					
- Chemical Transfer System					
- Safety & MSDS					
- Emergency Disinfection Manual/Procedures					
- Analyzer Cal. and Maint. HACH CL17					
- Pump Swaps and Flushing SOP					
Ammonium Hydroxide (Ammonia)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Delivery Procedure and Calculations SOP					
- Softener System					
- Safety & MSDS					
- Pump Swaps and Flushing SOP					
- Speed Bias Settings					
- Feed Points/Drivers					
- Scrubber					
- Analyzer Cal. and Maint. HACH APA6000					
Zinc Orthophosphate (ZOP)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Delivery Procedure SOP					
- Chemical Transfer System					
- Safety & MSDS					
- Pump Swaps and Flushing SOP					
Fluosilicic Acid (Fluoride)					
- Overview and Mil. Count					
- Automatic Pump Operations					
- Manual Pump Operations					
- Delivery Procedure and Calculations SOP					
- Chemical Transfer System					
- Safety & MSDS					
- Analyzer Cal. and Maint. Orion 1820					
LAB TESTS AND PROCEDURES					
- Chlorine Free and Total DPD Method					
- Ammonia as Nitrogen TNT Method					

Description	√	Instructor	Date	Trainee	Date
LAB TESTS AND PROCEDURES Continued					
- Color, True and Apparent					
- pH Orion Electrode Method					
- Fluoride SPADNS Method					
- Turbidity Hach 2100N					
- Zinc Zincon Method					
- Preparation of Fluoride Standards					
- Preparation of Acid Wash					
- Chemical Waste Handling					
- Analyzer Maintenance and Calibration					
- Probe Maintenance, Calibration, & Handling					
- QA Testing					
- Lab Safety					
- Lab Reagent MSDS Sheets					
OTHER ON-LINE ANALYZERS					
- pH GLI Cleaning and Calibration					
- Hach 1720E Cleaning and Calibration					
READING MATERIALS					
- Chemical Hygiene Plan					
- Hazardous Communication Plan					
- Haz-Mat Business Plan					
- IPS Confined Space Plan					
- IPS Operation Plan					
- Diesel Spill Plan					
- IPP Program					
PLANT OPERATIONS					
- Plant Start Up SOP					
- Plant Shut Down SOP					
- Chemical Ordering SOP					
- Compressor Failure SOP					
DISTRIBUTION SYSTEM					
- MMWD System					
Pacheco Tanks site visit					
Blow off at creek					
Surge Tanks function and panel					
- SCWA System					
Phone Contacts					
Distribution System Overview					
- NMWD System					
Phone Contacts					
Distribution System Overview					

Description	√	Instructor	Date	Trainee	Date
SHIFT OPERATIONS					
- Stand Shift with Supervision					
- Stand Shift Solo					
SCADA SYSTEM					
- Log On Procedure					
- Las Gallinas Monitoring					
- Ignacio Systems					
- Historical Trending					
Trends Sets					
Personal Trend Building					
- Distribution System					
- Print Functions					
PLANT INFRASTRUCTURE					
- Chemical Diffuser Pit					
Overview					
Safety					
Pit Water Sampling.					
Sump Discharge					
- Meter Pit					
Overview					
Safety					
- Pump House					
Station Pump MCC Panel					
Main Breaker Panel					
Breaker Box					
Phone Company Equipment					
Suction/Discharge Pressures and Controls					
Air Compressor					
Diffuser Pit Sump Pump Switch					
- Delivery Bay					
Alarm Panels					
Sump Pump Controls / Discharge					
Illegal Discharges to Creek					
ADMINISTRATIVE FUCTIONS					
- LIMS Data Entry & Paradox					
- Alarm Procedures & Operations					
- Time Sheets					
- Phone and Answering Machine Ops.					
- Radio Procedures		N/A	N/A	N/A	N/A
- Janitorial Duties					
- Reports					
Daily					
Weekly					

BAYWORK Internship Guidebook

Appendix 1-E

Port of Oakland

Additional Program Information and Materials

Internship Informational Form (Employer)

Contact Information	
Program Contact Name	Michael Mitchell (Pamela Bell, Gishela Portugal)
Email	mmitchell@portoakland.com
Phone	510-627-1516
Website	http://www.portofoakland.com/jobcenter/internships.aspx
Internship Overview	
Internship Program Name	Port of Oakland Summer College Internship Program
Employer of Record	Port of Oakland
Intern Job Classification	Administrative (in each of the Port's 16 departments) - There are not trade related interns.
Internship Level (check all that apply)	☐ Middle School ✓ Community College ✓ High School ✓ University ☐ Other: _____
Eligibility Criteria	• Must be currently enrolled in college • Minimum grade point average of 3.0 GPA (Copy of latest transcript requested) • Submit minimum of 2 Letters of recommendation from advisor/counselor/dean • Must be a resident in San Francisco Bay Area during term of internship (<i>SF Bay area includes nine counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma</i>) • Preference provided to residents of Alameda and Contra Costa counties • Students who are selected for hire will be required to start on June 15 and complete and pass a Port medical examination during the week of June 8.
Work Site Classification (Office building, treatment plant, production warehouse, restaurant, etc.)	
Number of Interns in Program	16-20 interns in the program (with usually at least 1 intern in 15 of the 16 departments) + 6 interns from City of Oakland as part of partnership with the Mayor's Office

Internship Informational Form (Employer)

Internship Detail	
Mission Statement	
<i>What is the program mission statement?</i>	The overall goal of the Summer College Internship Program is to provide a professional work experience for undergraduate and graduate college students pursuing careers in aviation, commercial real estate, communications, engineering, corporate social responsibility, maritime and other areas of business. The Program aims to engage high caliber students and recent graduates to provide them the opportunity to: ✓ Gain substantive professional experience as well as exposure to critical issues pertaining to Port of Oakland operations. ✓ Develop a comprehensive perspective on the Port of Oakland's mission and service delivery at the local, national and international levels. ✓ Receive networking, personal and professional development opportunities, including opportunities to meet with the Port of Oakland Board of Port Commissioners and senior management as well as some of the organization's key external stakeholders.
Program Summary	
<i>Please provide a brief overview of your internship program.</i>	The Summer College Internship Program is a 9-week paid internship opportunity designed to provide exposure to professional careers and work-place experience. It also creates an environment where students can develop work habits and communication skills that will help shape and support their future career interests. The types of duties interns will perform may vary from managing a project to analytical work that will require some technical tasks and/or field work. Additionally, the duties may require specific proficiencies, writing abilities and/or particular computer skills. The varied skills and expertise of Port staff offer interns an opportunity to gain insight into a variety of fields including: aviation, communications, community relations, contract compliance, engineering, environmental programs, executive office, governmental affairs, human resources, maritime, legal, security administration (airport) and social responsibility.

Internship Informational Form (Employer)

<i>Please elaborate on the most successful component(s) of your internship program.</i>	
Program Components	
<i>What were the program components, including orientation?</i> <i>Please attach any example calendars, program overviews, intern performance evaluation templates, etc.</i>	There is a mandatory orientation which is attended by all the interns, the director of each division, and the executive director. The orientation includes the “Do and Don’t Policies” of the job; these are the same policies that apply to all regular Port employees. The 9 week program contains many of the following activities: training workshops, brown bags, tours, resume writing workshops, career planning, networking activities, etc. A schedule of activities from Summer 2014 will be included as an example.
History/Development of Program	
<i>How did the program come to be?</i>	The program was developed 17 years ago as a high school student summer internship. The program was temporarily suspended in 2008 due to the economic downturn and resumed in 2013 where it grew to include college student interns as well.
Recruitment Strategy	
<i>What efforts were made to inform intern candidates about internship opportunities?</i> <i>Please attach any example recruitment materials.</i>	The port reaches out to CBOs, colleges and universities, and non-profits to post and/or email out the internship program information. It is estimated that they outreach to 400 individuals (combining CBOs, chambers, colleges and universities and stakeholders) and the outreach extend beyond the region and Northern CA! The internship opportunity is also posted on social media (fb and twitter) and run in a newspaper ad.

Internship Informational Form (Employer)

<i>What recruitment strategies worked best?</i>	Their application this year (summer 2015) asks how the students found out about the internship opportunity to get data about the most effective recruiting technique.
Partners	
<i>What other entities partnered with your internship program?</i>	They partner with the City of Oakland Mayor's Office Summer College Internship Program and host at minimum 6 HS students from the Mayor's Summer Jobs Office. Mayor's office partners with local CBOs for the employment and training of youth. The Port of Oakland gives a financial contribution to the Mayor's Office Summer College Internship Program as well as hosts the interns. The Mayor's office selects the interns and matches them with the appropriate job assignment. There is also a one-off partnership with UC Berkeley extension for engineering graduate students to work on summer internship projects. The interns receive course credit for their hours and are not counted as part of the interns in the Summer College Internship Program.
<i>Were there any challenges associated with the partnership? (if applicable)</i>	

Internship Informational Form (Employer)

Application Process	
<i>What was the application and selection process?</i> <i>Please attach any example application or selection materials.</i>	Before the summer internships are advertised (usually in January), the Port of Oakland sends a needs assessment survey to all Port departments in the form of a survey monkey. In the survey, all departments are asked to determine if they need an intern for the summer and which level they would prefer (college or high school). If the department does want an intern, they must prepare the job description for the intern. The goal is for all 16 departments to have an intern. It is typical that 15 of the 16 departments will have an intern each summer. Students fill out an applicable (paper version or online version). The applicants will be screened and every candidate who meets the eligibility criteria will be brought in for a 15 minutes, in-person interview. The interviews are hosted by the department although each department is given the same set of questions to ask. Each department will recommend an intern that they would like to hire. However, the internship committee makes the final hiring decisions in order to ensure a diverse group of students (good representation from the local impact area) and that the students are placed within one of their top three department choices.
Compensation	
<i>What compensation was provided to interns, if any? (e.g., monetary, course credit, other)</i>	This is a paid internship with the following hourly rates: • \$13.45/hr college student • \$16.15/hr for graduates It was mentioned that an hourly rate increase will likely happen for the Summer 2016 internship, to reflect the changes in minimum wage.

Internship Informational Form (Employer)

Program Schedule	
<i>Please provide the hours per week worked and duration of the internship.</i>	9 weeks, 25 hours max per week
Liability	
<i>How did you address liability issues associated with having an intern on-site?</i>	The interns are covered under insurance as any normal employees would be but the interns do not receive benefits.
Self-Evaluation	
<i>What challenges did you encounter in the internship program?</i>	One of the greatest challenges they have faced involve resources. Only 2-3 people are sharing the responsibilities throughout the organization on top of the normal workload. There used to be an internship committee of 10 people but it is really 2-3 people who run the program. This internship program really needs a full-time staff dedicated to the program. Program has evolved and become better overtime. It has grown in the sheer number of applicants (over 150 applications with 2-10 applicants being interviewed for each position) and in the programming during the duration of the internship. Also the program introduced college students which essentially created a whole new program, unlike anything they had done before.
<i>How do you measure the success of your program?</i>	At the end of the program, surveys are given to the intern and the supervisor to collect insight. A sample survey is attached. The survey results are used to measure the success of the program.
<i>What efforts have been made to track former interns? Have the efforts been successful?</i>	The program will soon begin an initiative to track former interns. The hope is to invite back former interns as alumni for the orientation session or other networking events. The Port of Oakland is looking to grow in this area.

Internship Informational Form (Employer)

<i>Please share any lessons learned!</i>	Start early! Starting an internship program is a large effort and requires people to devote time in order to build documents, assess potential improvements, research an appropriate hourly rate, meet the board for funding and approval, etc. Take advantage of technology and keep evolving with it. An example is to use an online application and consider ways to improve the application process. The outreach to colleges and universities in order to advertise the internship posting is truly an extensive, time consuming activity and poses as one of the largest challenges each year. The Port of Oakland is looking for a program that would streamline the outreach distribution process (i.e. how to get the internship opportunities posted at schools in the Bay Area/Northern CA without emailing the individual career center representatives at each school).
Program Outcomes/Statistics	
<i>Please provide any quotes from internship participants, if available.</i>	
<i>Please provide any statistics of job placement for former interns, if available.</i>	There are no formal statistics collected. However, recently a former intern was hired on full-time in the maritime department upon graduation from the Cal Maritime program. At a recent luncheon celebration, several Port engineers expressed that they first started with the Port as interns.
<i>Is there a former intern from this program that we can interview? If so, please provide the contact information.</i>	

Internship Informational Form (Employer)

Additional Information	
<i>Feel free to provide any additional information.</i>	Website has program description and lots of other materials.

Please attach any material or tools used for the internship program. This could include outreach materials, welcome packets, exit-interview surveys, etc. Additionally, we would appreciate any supporting photos that can be included in the BAYWORK Internship Guidance Manual. Thank you for your responses and materials!

If you have any questions regarding this form or the Internship Guidance Manual, please contact Steve Currie at SCurrie@sfgwater.org or Catherine Curtis at CCurtis@sfgwater.org.

June 2014

June 2014							July 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	9:00am 12:30pm College Intern Orientation					
22	23	24	25	26	27	28
29	30	Jul 1	2	3	4	5
Jun 29 - Jul 5						

July 2014

August 2014

July 2014

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2
10	11	12	13	14	8	9
17	18	19	20	21	15	16
24	25	26	27	28	22	23
31					29	30

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 29	30	Jul 1	2	3	4	5
6	7	8	9	10	11	12
		1:30am 3:30am MSJP - Intern Orientation (Board Room)		9:00am 5:00pm Intern Jamboree (Kittelson & Associates, Inc.)	9:00am 5:00pm Intern Jamboree (Kittelson & Associates, Inc.)	
13	14	15	16	17	18	19
	2:00pm 3:00pm Workshop - Unlawful Harassment Prevention (Exhibit Room, 530 Water Str	9:00am 12:00pm Tour - Maritime Port Bus Tour (Exhibit Room, 530 Water Street) - Pamela Bell		12:00pm 1:00pm BRING YOUR LUNCH to the Summer Internship Program "Brown Bag Series" w/Pam Kerish	12:00pm 1:00pm **Activity - MEET UP (Court Yard Conference Room)	
20	21	22	23	24	25	26
			12:00pm 1:00pm Brown Bag Series w/Sara Lee, Chief Financial Officer (Board Room, 530 Water Street)	3:00pm 4:00pm Introduction to the Board (2nd Flr., Board Room) - Pamela Bell		
27	28	29	30	31	Aug 1	2
		5:30pm 7:30pm Activity - Impact HUB (2323 Broadway, Oakland, CA 94612)				

August 2014

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

August 2014

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 27	28	29	30	31	Aug 1	2
3	4	5	6	7	8	9
		12:00pm 1:00pm BRING YOUR LUNCH to the Summer Internship Program "Brown Bag	12:00pm 1:30pm End-Of-Summer Appreciation Lunch (Oaktown Jazzhouse or TBD by Interns) -	9:30am 11:30am Workshop - Resume Writing (Board Room, 530 Water Street) - Pamela Bell		
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Sep 1	2	3	4	5	6
8/31 - 9/5						



PORT OF OAKLAND

Social Responsibility Division 2015 College Summer Internship Program

PROGRAM DESCRIPTION for the position of

2015 SUMMER COLLEGE INTERN

(Please read carefully before applying)

BACKGROUND

For over 17 years, the Port of Oakland has provided summer jobs, work experience and exposure to careers for hundreds of students through its Summer College Internship Program. An internship can be a student's very first job or a stepping stone to a career path by opening doors and opportunities for the future.

PROGRAM OBJECTIVES

The overall goal of the Summer College Internship Program is to provide a professional work experience for undergraduate and graduate college students pursuing careers in aviation, commercial real estate, communications, engineering, corporate social responsibility, maritime and other areas of business. The Program aims to engage high caliber students and recent graduates to provide them the opportunity to:

- Gain substantive professional experience as well as exposure to critical issues pertaining to Port of Oakland operations.
- Develop a comprehensive perspective on the Port of Oakland's mission and service delivery at the local, national and international levels.
- Receive networking, personal and professional development opportunities, including opportunities to meet with the Port of Oakland Board of Port Commissioners and senior management as well as some of the organization's key external stakeholders.

PROGRAM OPERATIONS

Based on a highly competitive selection process, successful applicants will begin internship assignments on **June 15, 2015 through August 14, 2015**. (On a case by case basis, consideration will be given to students needing to return to school early.) Mandatory workshops, meetings, trainings and activities are part of the Program.

PROGRAM REQUIREMENTS AND SELECTION CRITERIA

SELECTION OF INTERNS

College or graduate students will be selected through a competitive process; up to a total of sixteen (16) students can be selected for the 2015 Summer College Internship Program. Port departments make their requests for students with specific skills and knowledge areas or for students who have a strong interest or are majoring in a particular field. The Port will base its selection of interns on meeting program and department requirements and the results of an oral interview. Those interns selected will be matched with a specific department where they will work on advancing critical projects or assignments.

ABOUT THE PROGRAM

The Summer College Internship Program is a 9-week paid internship opportunity designed to provide exposure to professional careers and work-place experience. It also creates an environment where students can develop work habits and communication skills that will help shape and support their future career interests.

The types of duties interns will perform may vary from managing a project to analytical work that will require some technical tasks and/or field work. Additionally, the duties may require specific proficiencies, writing abilities and/or particular computer skills. The varied skills and expertise of Port staff offer interns an opportunity to gain insight into a variety of fields including: aviation, communications, community relations, contract compliance, engineering, environmental programs, executive office, governmental affairs, human resources, maritime, legal and airport security.

INTERNSHIP PROGRAM TERM AND PAY

The term of the College Internship Program is 9-weeks. The Program starts on Monday, June 15, 2015 and ends on Friday, August 14, 2015. Intern assignments are located at the Port of Oakland Administration Building, located at 530 Water Street in the Port's Jack London Square, at the Oakland International Airport on the border of Oakland, San Leandro and the San Francisco Bay, or at Maritime at Harbor Facilities (651 Maritime Street) in the heart of the Oakland seaport near the 880 freeway and the Bay Bridge.

Interns will work no more than 25 hours per week, Monday – Friday during normal business hours (8:30 am – 5:00 pm).

The program pay rate for graduate students is \$16.15 per hour and \$13.45 for undergraduate students.

EVALUATION

The intern's department manager or her/his designee will be required to work closely with the intern and evaluate the student's work performance at the end of the internship. Interns will be required to attend mandatory workshops and trainings to enhance their intern experience.

ELIGIBILITY REQUIREMENTS

Applicants must meet all of the requirements listed below:

- **Must** be currently enrolled in college
(*Students must provide a copy of college enrollment verification letter*)
- If admitted into a graduate program, but not currently enrolled in college, students must attach a copy of their graduate acceptance letter
- **Minimum** grade point average of 3.0
(*Students must provide a copy of most recent transcript*)
- **Submit** a minimum of two letters of recommendation from advisor/counselor/dean
- **Must** be a resident in the San Francisco Bay Area during the term of internship. SF Bay area includes nine counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma
(*Preference provided to residents of Alameda and Contra Costa Counties*)
- **Students who are selected for hire** will be required to start on June 15 and complete and pass a Port medical examination during the week of June 8.

Oral Interviews will be scheduled for applicants that meet all eligibility requirements of the internship program.

Application materials for this position consist of **5 required parts**:

1. A completed Port of Oakland Employment Application that includes the Supplemental Questionnaire
2. Attach a copy of college enrollment verification letter
3. Attach a copy of most recent transcript (minimum 3.0 GPA)
4. Attach 2 letters of recommendation from advisor/counselor/dean
5. Attach a copy of your graduate acceptance letter (*if applicable*)

Some interns, depending on the location of the assignment, may be required to complete and pass a background check, which will include fingerprinting and a Criminal History Records Check (CHRS) prior to being considered for employment at the Port of Oakland as an intern.

The final candidates are recommended to the Executive Director for final approval.

APPLICATION DUE DATE: April 10, 2015 @ 5:00 pm (PDT)

Two ways to apply:

1. Apply online at <http://www.portofoakland.com/jobcenter/>
or
2. Pick up and submit paper application packet at:
(Port of Oakland Administrative Offices, 530 Water Street, Oakland, CA 94607)

Please note: We will **only accept** Letters of Recommendation after the application due date (April 10). You may email the Letters of Recommendation to portofoaklandintern@portofoakland.com, but **no later** than April 17.

For questions, please call (510) 627-1419



PORT OF OAKLAND

Stay Connected with the Port of Oakland,

Your Port, Your Partner.

www.portofoakland.com





PORT OF OAKLAND

2015 SUMMER **COLLEGE** INTERNSHIP OPPORTUNITIES FORM

Please read each description carefully. Of the 15 internship opportunities available, please choose the **top three assignments** you are most interested in and qualified for, and specify them on the Supplemental Questionnaire. (Example – 1st Choice – Aviation Marketing, 2nd Choice – Human Resources, 3rd Choice – Legal)

<i>Opportunity</i>	<i>Department/Division and Project Assignment</i>	<i>Location</i>
1.	Aviation/Airport Business Office Collection and reporting of Aviation operations and financial data for monthly reports and analyses of Airport metrics. Successful applicant should have good analytical and critical thinking skills.	Oakland International Airport - Airport Business Office
2.	Aviation Marketing (2 openings) Data collection and analysis, database development, design and production of reports, research; writing for newsletter and social media.	Oakland International Airport – Earhart Rd 205
3.	Aviation Security Preparation of perimeter gate data for inclusion in PortView GIS possibly CCURE programming depending on skills (e.g., computer science / computer engineering).	Oakland International Airport – South Field
4.	Board/Executive Office Collect and standardize common Port presentations Update a comprehensive review of Port departments for a briefing book for new Commissioners. This information likely overlaps with Port presentations. Update and upload online information for Commissioners and Public. Requires analytical skills, basic powerpoint or other advanced tools for presenting information.	530 Water Street 6 th Floor



2015 SUMMER **COLLEGE** INTERNSHIP OPPORTUNITIES FORM

Please read each description carefully. Of the 15 internship opportunities available, please choose the **top three assignments** you are most interested in and qualified for, and specify them on the Supplemental Questionnaire. (Example – 1st Choice – Aviation Marketing, 2nd Choice – Human Resources, 3rd Choice – Legal)

<i>Opportunity</i>	<i>Department/Division and Project Assignment</i>	<i>Location</i>
5.	Communications Division Media/Public Relations Social media monitoring for things people are writing about the Port of Oakland on Twitter and Facebook and other social media outlets; Helping with ideas relevant for expanding Port of Oakland's social media presence. Social media measurement; Scanning the competition's websites and social media for their communications output, Smartphone video, photography, and editing. Assisting with video shoots. Updating media lists and other data lists. Possible writing tasks and event support. Creating slide presentations and graphics. Other general assistance with communications projects.	530 Water Street 3 rd Floor
6.	Engineering E/M Maritime Research, analyze, and prepare report on Maritime Terminal lighting upgrade utilizing lighting calculation software. Knowledge in using AutoCAD and AGI32 lighting software desired. Research and develop fee based rates to capture Port staffing costs administering Maritime Shore Power Program. Knowledge in MS Excel desired.	530 Water Street 2 nd Floor
7.	Engineering/Geomatics (2 openings) Project duties will mostly involve field surveying activities - high precision differential leveling, GPS control surveying, traversing for boundary control. Project duties will also include office processing of measurements, user calibration of survey equipment.	530 Water Street 2 nd Floor



2015 SUMMER **COLLEGE** INTERNSHIP OPPORTUNITIES FORM

Please read each description carefully. Of the 15 internship opportunities available, please choose the **top three assignments** you are most interested in and qualified for, and specify them on the Supplemental Questionnaire. (Example – 1st Choice – Aviation Marketing, 2nd Choice – Human Resources, 3rd Choice – Legal)

<i>Opportunity</i>	<i>Department/Division and Project Assignment</i>	<i>Location</i>
8.	Engineering Services *Programmer Required* Intern will work with an Engineer to continue development of a Construction Management Software development in Visual Basic and C#. C++ and JavaScript experience is a plus. The Construction Management Software will be an automated program that will reside in the Port servers that will track submission of progress payments and other documents that are received on a day to day basis. This software is intended to monitor the various check points from various staff for viewing and approval. There will be other small projects that this individual may develop to aid in the Construction Management duties.	530 Water Street 2 nd Floor
9.	Environmental Assist with implementation of the Port's industrial and municipal storm water programs. Assist with organization and display of the Port's archives. Input information and organize databases. Record minutes of division staff and other meetings.	530 Water Street 2 nd Floor
10.	Governmental Affairs Tracking state and federal legislation that directly affects Port operation. Monitoring local and regional government initiatives through attendance at local City Council meetings and regional planning meetings in the Port's Local Impact Area and following legislative agendas. Conducting research and writing assignments on state and local policy issues.	530 Water Street 3 rd Floor



2015 SUMMER **COLLEGE** INTERNSHIP OPPORTUNITIES FORM

Please read each description carefully. Of the 15 internship opportunities available, please choose the **top three assignments** you are most interested in and qualified for, and specify them on the Supplemental Questionnaire. (Example – 1st Choice – Aviation Marketing, 2nd Choice – Human Resources, 3rd Choice – Legal)

<i>Opportunity</i>	<i>Department/Division and Project Assignment</i>	<i>Location</i>
11.	Human Resources The college intern may be exposed to different aspects of HR including organizational effectiveness, equal opportunity, payroll and benefits, recruitment and selection, and workers compensation. Main projects/assignments: Tabulate results of training class surveys using Excel spreadsheet for reporting purposes. Support development of Port-wide Schedule of Training Classes – research topics, schedule classes, and assist with Port-wide communication. Desirable – Recommend and demonstrate Mobile Device applications that enhance work productivity (i.e. EVERNOTE). Assist OEO with annual ADA stakeholder meetings. Review and revise Administrative Policies AP452 & AP453 (Port of Oakland Discrimination Complaint Procedures and Unlawful Harassment Policy and Complaint Procedures) for uniform process. Assist with coordinating company events (logistics, setup, RSVP, communications, etc.). Auditing of time coding for employees on protected leave/exceptions.	530 Water Street 3 rd Floor



2015 SUMMER **COLLEGE** INTERNSHIP OPPORTUNITIES FORM

Please read each description carefully. Of the 15 internship opportunities available, please choose the **top three assignments** you are most interested in and qualified for, and specify them on the Supplemental Questionnaire. (Example – 1st Choice – Aviation Marketing, 2nd Choice – Human Resources, 3rd Choice – Legal)

<i>Opportunity</i>	<i>Department/Division and Project Assignment</i>	<i>Location</i>
12.	Legal In general, the Graduate student intern will perform a wide variety of tasks, including but not limited to, conducting legal research and writing specific questions of law. Will provide Legal department help in responding to public records request. Ideal candidate will have an interest in government law, or serving as public attorney. Other duties may be assigned.	530 Water Street 4 th Floor
13.	Maritime Work closely with Maritime Marketing team to identify current and emerging user needs related to Customer Relationship Management (CRM – Salesforce). Develop process for use of Salesforce by the Maritime Marketing department, including (1) defining requirements for contact management and sales call reporting, (2) identifying other Salesforce functionality, as appropriate, that can help support and enable the commercial team in increasing customer engagement and activity, and (3) designing standards for Salesforce data entry and updates – i.e., ongoing data quality and relevance. Develop and implement training program for commercial team on Salesforce process. Analyze and improve existing data quality in Salesforce, including (1) removal of duplicate and old contacts and (2) update of key contacts. Other duties as assigned.	530 Water Street 6 th Floor



2015 SUMMER **COLLEGE** INTERNSHIP OPPORTUNITIES FORM

Please read each description carefully. Of the 15 internship opportunities available, please choose the **top three assignments** you are most interested in and qualified for, and specify them on the Supplemental Questionnaire. (Example – 1st Choice – Aviation Marketing, 2nd Choice – Human Resources, 3rd Choice – Legal)

<i>Opportunity</i>	<i>Department/Division and Project Assignment</i>	<i>Location</i>
14.	Social Responsibility Division Community Relations Department #1: Community Investments: Environmental Sustainability & Healthy Communities The intern will assist in the development of a community investment strategy in the “Environmental Sustainability & Healthy Communities Sector”. The project will involve: (1) Researching and creating an inventory of: Ports across the USA that have environmental programs <u>and</u> organizations in the sectors of environmental sustainability, and healthy communities, (2) Working in coordination with the Port Environmental Programs and Planning Director to inform the project and identify key areas of opportunity, (3) Working with key department staff on identifying areas of opportunities that will maximize public awareness of the Middle Harbor Shoreline Park and the Park Naturalist Programs. #2: Digital Media Assist in the creation of videos that capture community relations programs; engaging social media and linking Community Relations activities with those of other similar organizations. Other: Assist the department in coordinating community events.	530 Water Street 3rd Floor



2015 SUMMER **COLLEGE** INTERNSHIP OPPORTUNITIES FORM

Please read each description carefully. Of the 15 internship opportunities available, please choose the **top three assignments** you are most interested in and qualified for, and specify them on the Supplemental Questionnaire. (Example – 1st Choice – Aviation Marketing, 2nd Choice – Human Resources, 3rd Choice – Legal)

<i>Opportunity</i>	<i>Department/Division and Project Assignment</i>	<i>Location</i>
15.	Social Responsibility Division Contract Compliance Department Work closely with the Contract Compliance team to conduct an analysis and comparison of the regional workforce development providers that prepare workers for Port careers. Track key departmental milestones related to local and disadvantaged business utilization. Assess the implementation of the new minimum wage law (effective March 2, 2015) and its impact on Port business. Analysis of contractors (prime/sub) that have worked on Port projects for the last 3 years and track their continued participation with the Port.	530 Water Street 3rd Floor

INTERN ASSIGNMENT EVALUATION
(To be completed by Intern)

Name: _____
Assigned department: _____
Supervisor: _____
Last Day of Assignment: _____

Scale: 1 – 5

- 1 – Poor
- 2 - Below Average
- 3 – Average
- 4 – Above Average
- 5 – Outstanding

(Please circle)

Assignments/Tasks

1 2 3 4 5

Do you feel that the assignments and/or tasks that were given to you were clearly explained to you?

Comments:

Quantity of Work

1 2 3 4 5

Was the amount of work given to you reasonable and were you given an adequate amount of time to complete them?

Comments:

Supervision

1 2 3 4 5

Do you feel you were given adequate supervision and direction to perform your assignments?

Comments:

Interpersonal

1 2 3 4 5

Did you feel welcomed and treated fairly by co-workers?

Comments:

(Please circle)

Training/Work Experience

1 2 3 4 5

Do you think the training and work experience you received will be useful and helpful to you in the future?

Comments:

Knowledge of the Port

1 2 3 4 5

Were you able to learn enough about the port to have a good general understanding of the Port operations?

Comments:

Overall Experience

1 2 3 4 5

Overall, do you think this internship has been a positive experience for you?

Comments:

Would you recommend the Port's Internship Program to a friend? Yes or No

If "No", please explain:

In what ways did you benefit from the Internship Program?

**Comments on how the Internship Program can be proved:
(Use additional sheet if needed)**

Thank you for completing the evaluation!

**Please return the evaluation by Tuesday, August 12 to:
Pamela Bell, Social Responsibility Division ~ Email: pbell@portoakland.com
Phone: (510) 627-1419**



INTERN EVALUATION
(To be completed by Supervisor)

Name of Intern: _____
Department Assignment: _____
Supervisor completing evaluation: _____
Last day of Assignment: _____

Scale 1 – 5

- 1- Poor
- 2- Below Average
- 3- Average
- 4- Above Average
- 5- Outstanding

(Please circle)

Attendance/Punctuality

1 2 3 4 5

Reliability on coming to work regularly, and during assigned work hours.

Comments:

Quality of Work

1 2 3 4 5

The accuracy and completeness of duties performed.

Comments:

Quantity and Organization of Work

1 2 3 4 5

The amount of work performed during a normal work period.

Comments:

Interpersonal Skills

1 2 3 4 5

The ability to relate with co-workers in a cooperative manner.

Comments:

(Please circle)

Processing Information

1 2 3 4 5

Does the intern understand different areas of the Department where he/she is assigned and how the duties/ tasks assist the department?

Comments:

Supervision

1 2 3 4 5

Does the intern accept suggestions and directions well?

Comments:

Overall Performance

1 2 3 4 5

Take into account all aspects of this intern's performance and the tasks assigned.

Comments:

Was the intern a good "match" for your department and assignments? Yes or No

If not, please explain why:

How did the intern help the department?

Comments on how the Internship Program can be proved:

(Use additional sheet if needed)

Thank you for completing the evaluation!

**Please return the evaluation form by Thursday, August 14 to:
Pamela Bell, Social Responsibility Division ~ Email: pbell@portoakland.com
Phone: (510) 627-1419**

BAYWORK Internship Guidebook

Appendix 1-F

Rodeo Sanitary District

Additional Program Information and Materials

Internship Informational Form (Employer)

Contact Information	
Program Contact Name	Steve Beall
Email	bealls@rodeosan.org
Phone	510-799-2970
Website	Www.rodeosan.org
Internship Overview	
Internship Program Name	Rodeo Sanitary District Unpaid Internship
Employer of Record	Rodeo Sanitary District
Intern Job Classification	Unpaid Intern
Internship Level (check all that apply)	☐ Middle School ☐ Community College ☐ High School ☐ University ☐ Other: _____
Eligibility Criteria	Must be enrolled in OCED program with the Solano Community College. Must have completed enough education units to obtain the Operator In Training Certificate from the SWRCB. Preferred to be enrolled in BACWWE program (www.bacwwe.org)
Work Site Classification (Office building, treatment plant, production warehouse, restaurant, etc.)	Treatment plant, pump stations, collection system
Number of Interns in Program	1 - 2
Internship Detail	
Mission Statement	
What is the program mission statement?	Have not developed one.

Internship Informational Form (Employer)

Program Summary	
<i>Please provide a brief overview of your internship program.</i>	The District will generally interview multiple candidates for the internship. Upon selection the intern must be able to put in a minimum of 20 hours per week. The intern will follow a training program with milestones. The program is relatively informal in that the operation staff do the operations and maintenance training, collection staff to collections training, lab staff will do lab trading, and the District Manager will assist in development and interview skills. The intern will not only learn to use what they get out of a textbook, but to use their visual, hearing, and olfactory senses in the operations of a wastewater treatment plant.
<i>Please elaborate on the most successful component(s) of your internship program.</i>	RSD has a 93% success in placing the intern in a full-time position with another public agency within the 1800 hours required to become a certified operator with the SWRCB. RSD's interns have gone on to receive advanced certification with the SWRCB.
Program Components	
<i>What were the program components, including orientation?</i> <i>Please attach any example calendars, program overviews, intern performance evaluation templates, etc.</i>	The interns are required to read and comply with an unpaid intern policy manual. After being hired, they are required to pass a preemployment physical and be eligible for a operator in training certificate from the SWRCB. Once a certificate is received, the interns will learn to perform the rounds, learn to operate the process equipment, learned perform preventative maintenance, learn the operations of the collection system equipment, learned the operations and maintenance of the pump stations, learned perform simple lab tests, and engage in resume development and interview preparation. Documents attached.
History/Development of Program	
<i>How did the program come to be?</i>	The program originated, in part, at the formation of the Bay Area Consortium of Water and Wastewater Agencies. The District Manager of the Rodeo Sanitary District volunteered to develop an unpaid internship that would benefit the BACWWE group and aid in the training and development of future operation staff.

Internship Informational Form (Employer)

Recruitment Strategy	
<i>What efforts were made to inform intern candidates about internship opportunities?</i> <i>Please attach any example recruitment materials.</i>	The BACWWE website advertises the internship. The internship is also spread by word-of-mouth.
<i>What recruitment strategies worked best?</i>	Have never researched this.
Partners	
<i>What other entities partnered with your internship program?</i>	The Solano Community College and the BACWWE group.
<i>Were there any challenges associated with the partnership? (if applicable)</i>	No.

Internship Informational Form (Employer)

Application Process	
<i>What was the application and selection process?</i> <i>Please attach any example application or selection materials.</i>	The application process is simply to submit a letter of interest and resume to RSD when RSD has an opening. RSD will also advertise with the BACWWE group. Selection is based on qualifications and interviews.
Compensation	
<i>What compensation was provided to interns, if any? (e.g., monetary, course credit, other)</i>	The interns were received college-level credit for the OCED program from Solano Community College. RSD will supply any PPE equipment necessary, will pay for the OIT certificate, and pay for the workman's compensation insurance during nonacademic sessions.
Program Schedule	
<i>Please provide the hours per week worked and duration of the internship.</i>	20 - 40 hours per week depending on the intern. The duration of the internship is up to 1800 hours (certification) or when the intern receives permanent employment in the industry.
Liability	
<i>How did you address liability issues associated with having an intern on-site?</i>	The District receives Workmen's Compensation insurance through the OCED program from the Solano Community College during the academic session. The District also covers the Workmen's Compensation insurance during nonacademic sessions. Handout attached.

Internship Informational Form (Employer)

Self-Evaluation	
<i>What challenges did you encounter in the internship program?</i>	Developing a safe effective training program. Ensuring the District did not conflict labor law for unpaid internships.
<i>How do you measure the success of your program?</i>	The success rate in placing an intern within the industry. The number of RSD former interns in the final interview group for operations positions (e.g. several instances of final four interview candidates, two or three being former RSD interns).
<i>What efforts have been made to track former interns? Have the efforts been successful?</i>	RSD staff have loosely kept in contact with former interns. But no real effort has been made.
<i>Please share any lessons learned!</i>	Respect the staff that are doing the training. Encourage routine feedback and input on the development of the program and the training elements of the program. They are the ones training, therefore if there is any apprehension about the program the program will not be effective.
Program Outcomes/Statistics	
<i>Please provide any quotes from internship participants, if available.</i>	
<i>Please provide any statistics of job placement for former interns, if available.</i>	13 out of 14 unpaid interns have received permanent paid positions within the industry.

Internship Informational Form (Employer)

<i>Is there a former intern from this program that we can interview? If so, please provide the contact information.</i>	Mitchell Costello - Union Sanitary District Jesse Thompson - Fairfield-Suisun Sanitary District
Additional Information	
<i>Feel free to provide any additional information.</i>	

Please attach any material or tools used for the internship program. This could include outreach materials, welcome packets, exit-interview surveys, etc. Additionally, we would appreciate any supporting photos that can be included in the BAYWORK Internship Guidance Manual. Thank you for your responses and materials!

If you have any questions regarding this form or the Internship Guidance Manual, please contact Steve Currie at SCurrie@sfgwater.org or Catherine Curtis at CCurtis@sfgwater.org.

OPS Check List/ Daily Readings What to Look For

RAS/WAS Operation

- o Excessive weeping at packing gland
 - o Waste of EBMUD water
- o Spare RAS pump: seal water must be off
- o Is floor free of standing water? Sludge residue? Yes? Hose down & clean up
- o Is there oil spill on pump skid? Wipe it off. Determine where the leak is coming from.
- o Is trash can full? Empty it at dumpster.
- o Oil drip pan full? Empty into used-oil drum

WAS SLUDGE THICKENER SYSTEM

- o Is there excessive standing water in wet-well?
- o Is there oil for thickener motor in reservoir?
- o Is drip pan for thickener motor full? Dispose to used oil drum
- o Is trash can full? Empty it at dumpster.
- o Is floor around thickener swept/clear of trash, debris?

DIGESTER BUILDING

- o Check Polymer Room
 - Is polymer room clean? The table?
 - Is the scale clean?
 - Is floor swept?
 - Count polymer bags. Is it under 10?
- o Check Recirc pumps
 - Is pump weeping seal water (not sludge) slowly not profusely?
 - Any signs of oil spill on skid? Find origin & report & find fix

DIGESTER AREA

- Is there accumulated water in pit? Pump out with sump pump
- Sweep out dried leaves, twigs, & other debris out of pit

PRIMARY/SECONDARY DIGESTERS:

- o Mixing/chopper pumps
 - Is it noisy while in-operation? Execute decavitation procedures
 - Is check valve fully deployed while in operation? Derag suction lines. Or back flush pump.

GRIT UNIT

- Is drain under the wheelbarrow clogged? Flush with Hydro truck
- Shovel/sweep fallen grit away from drain. Scoop up. Empty in wheelbarrow
- Open grit classifier. Pull out rags out of its weirs.

PLANT WATER SYSTEM

- Are both Air Compressors Set On Auto Mode?
- When running, are EBMUD pumps excessively noisy, vibrating?

PRIMARY CLARIFIER

- When in operation, is there discharge from pump #5? No leaks, seepage along gasket line?
- When in operation, is there discharge from pump #6? No leaks, no seepages from gaskets?
- Open valve to scum telescopic stem. Is there flow? Flush line with recycle water.
- While in operation, is check valve belonging to pump #17 & #18 fully deployed?
- If there's scum in primary clarifier center well, break it up by hosing it down

CENTRIFUGE AREA

- Cooling water on?
- Is there evidence of the drain clogging up?
- Big Moyno pump weeping too much? Maybe needs packing glands tightened.
- Is Fuge area at upper level free of leaves, dried struvite, & other debris? Is so, sweep or hose it down

RAS PUMP AREA

- Is seal water weeping continuously? If so, tighten packing glands.
- Is there oil leak on the pump skid? Determine source. Wipe spill. Report. Fix.
- Is floor free of dried sludge? Hose it down then.
- Any leaks along RAS/WAS pipeline & fittings? Let's get it fixed.
- Are buckets of lubricants/oil stacked neatly?
- Is oil drip pan drained of used oil?
- Is oil wiped off floor of RAS room?

CLARIFIERS

- Are all RAS draft tubes freely flowing? If not, set up the drain king & blow it out
 - Careful sliding the white sleeves off. The plastics easily break
- Are weirs, channel, & launders stuck/covered with algae & other debris? Scrub or hose it down
 - Scrub center well too
- Is there floating rags in the center well? Pluck it out.
- Dump buckets of rags into the drying beds
- Is the trough full? Pump it out with scum pump
 - Is there excessive foam in the system? At the direction of senior operator, discharge foam into drying beds
-

DISINFECTION SYSTEM

- Is probe electrodes tarnished?

- Are any of the rotameters dirty to a point where one cannot see the float anymore?
- Is the floor wet?
- Is water dripping from the analyzers?
- Are all analyzer motors running smoothly? No noise? No vibration?

CHLORINE CONTACT CHAMBER

- Is telescopic valve at 3rd channel skimming surface?
- Are there twigs, branches, or debris around any of the telescopic valves? Pluck 'em out with pick-up stick.
- Is hypo mixer at the head of the 1st channel running smoothly?

EDUCTOR STATION

- Are there a lot of leaves, trash, or debris down there? Sweep it up.
- Is sump pump cover free of trash or debris?

DRYING BEDS

- Are edges free of piles of biosolids? Shovel 'em back into bed
- Is skip loader tires washed off of sludge that can make a mess of our parking lot?

PERIMETER FENCE INSPECTION

- Fence webbing has not been compromised?
- No signs of forced entry?
- Barbed wire intact?

WASTE GAS BURNER FLAME

- Valve at drain trap remains closed?
- Is used oil drum full?

PLANT GROUNDS

- Are there tools lying on plant grounds? Return 'em
- Is there obvious eye sore debris/trash in the area? Pick it up & throw away.

EFFLUENT PUMP STATION

- Are the cabinets closed properly?

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

TABLE OF CONTENTS

POLICY NUMBER: POLICY TITLE

SERIES 5000 – UNPAID INTERN PERSONNEL

5005	HOURS OF WORK
5030	HOLIDAYS
5070	INDUSTRIAL ACCIDENT LEAVE
5085	SMOKING
5090	ALCOHOL AND DRUG ABUSE
5095	PERSONAL TELEPHONE CALLS
5105	GIFTS AND GRATUITIES
5110	TYPES OF UNPAID INTERN OPERATORS
5115	STATUS OF UNPAID INTERN OPERATORS
5120	DISTRICT UNIFORMS
5130	DISTRICT VEHICLES
5150	PERFORMANCE EVALUATION
5160	CONDITIONS OF EMPLOYMENT
5195	JOB DESCRIPTION UNPAID INTERN OPERATOR IN TRAINING
5220	ILLNESS AND INJURY PREVENTION PROGRAM
5230	PURCHASING POLICY

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: HOURS OF UNPAID INTERN OPERATOR WORK
POLICY NUMBER: 5005

- 5005.1 This policy shall apply to all unpaid intern operators
- 5005.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods.
- 5005.3 The calendar day shall be for a continuous period starting at 12:01 a.m. and ending at midnight 24 hours later.
- 5005.4 The work week shall consist of seven (7) consecutive days from 12:01 o'clock A.M. Monday, through midnight Sunday.
- 5005.5 It is the policy of the Rodeo Sanitary District that the hours of operation of the District administrative offices shall be from 7:00 a.m. to 4:30 p.m. daily, Monday through Friday, except on those days which are observed as a holiday. No deviation to hours of operation of the District administrative office shall be made without prior Board approval.
- 5005.6 Daily hours of work for unpaid intern operators shall be assigned by the District Manager as required to meet the operational requirements of the District. All unpaid intern operators are expected to be at their desk, work stations, or work locations, at the start of their scheduled shifts, ready to perform their work.
- 5005.7 Work days and work weeks of a different number of hours may be authorized by the District Manager in order to meet the varying needs of the unpaid intern operator.
- 5005.8 There will be no compensation for unpaid intern work.
- 5005.9 Any foreseeable absence or other deviation from regular work hours desired by a unpaid intern operator shall be cleared and approved in advance by the District Manager.
- 5005.11 All District unpaid intern operators normally shall be allowed a lunch period of not less than thirty (30) minutes, which shall be scheduled generally in the middle of the work shift.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: **HOLIDAYS**
POLICY NUMBER: **5030**

5030.1 PURPOSE: To designate holidays which will be observed by the Rodeo Sanitary District.

5030.3 The following days shall be observed as holidays for the purpose of hours of work for eligible unpaid intern operators of the District.

New Years Day	Columbus Day
Washington's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Day After Thanksgiving
Labor Day	Christmas Day

5030.4 When a holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed; and when a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.

5030.5 At the Discretion of the District Manager, each District unpaid intern operator will be given the option to work on the holiday or not. No special time consideration or compensation shall be awarded for unpaid intern operator holiday work.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: INDUSTRIAL ACCIDENT LEAVE
POLICY NUMBER: 5070

- 5070.1 Pursuant to law, the District carries Workers' Compensation Insurance covering all unpaid intern operators when they are not covered by the applicable academic program. These programs are the Solano Community College Occupational Experience Program and/or the Tri Valley Regional Occupational Program.
- 5070.2 Unpaid intern operators shall report immediately all on-the-job injuries, no matter how minor they may appear. An unpaid intern operator injured in the course of his/her employment is entitled to receive necessary medical and hospital care and treatment for the cure and relief of the on-the-job injury.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: SMOKING
POLICY NUMBER: 5085

- 5085.1 Smoking is not permitted on District property including the water pollution control plant, influent pump station, and Tormey pump station.
- 5085.2 Smoking is not allowed in any District vehicle.
- 5085.3 Smoking is not permitted while performing inspection or maintenance of the collection system.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: ALCOHOL AND DRUG ABUSE
POLICY NUMBER: 5090

- 5090.1 Drug and alcohol use is highly detrimental to the work place and to the efficiency and productivity the District requires. The use of drugs or alcohol, or being under their influence, jeopardizes the welfare and safety of our unpaid intern operators and the public.
- 5090.2 Unpaid intern operator compliance with the following provisions of the District's workplace drug and alcohol policy is a condition of employment.
- 5090.3 The manufacture, possession, distribution, or purchase of an illegal drug or alcohol, or being under the influence of an illegal drug or alcohol, while on duty, by any unpaid intern operator while in a District facility, while performing District business, or while operating a vehicle owned or leased by the District, is strictly prohibited.
- 5090.4 Using or being under the influence of any legally obtained drug while performing District business or while in a District facility or vehicle is prohibited.
- 5090.5 "Under the influence" is defined as any measurable amount of drugs or alcohol present in any unpaid intern operator.
- 5090.6 Unpaid intern operators who are under the influence of any medication, prescribed or otherwise, which may affect their work performance, are required to advise the District Manager of the potential effects of the medication.
- 5090.7 Violation of this policy will result in dismissal.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: PERSONAL TELEPHONE CALLS
POLICY NUMBER: 5095

- 5095.1 Unpaid intern operators will refrain from making or receiving personal phone calls while on duty except in emergency conditions.

- 5095.2 Personal phone calls may be made or received during work breaks or during the unpaid intern operator's lunch period. Such calls should be kept to a minimum to avoid tying up the District's phone lines. At no time will an unpaid intern operator be allowed to make personal long distance calls.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: GIFTS AND GRATUITIES
POLICY NUMBER: 5105

- 5105.1 A District unpaid intern operator will not solicit nor accept any gift from another unpaid intern operator or District operator, whether in the form of money, thing, favor, loan, or promise that is offered because the District employs the unpaid intern operator. Solicitation or acceptance of these items will result in dismissal
- 5105.2 District unpaid intern operators shall not solicit or accept gifts or gratuities from any individual or firm. This includes consultants, contractors, vendors and suppliers, service representatives, customers and any other individual or business which may have a direct or indirect interest in District services, purchases or awards for professional service contracts. Gifts and gratuities may include, but are not limited to, such items as money/loans, special rewards, favors, entertainment opportunity, or the use of facilities/equipment or services of any kind without cost.
- 5105.3 This policy is applicable whether the gift or gratuity is received at the unpaid intern operator's place of business or away such as on a business trip or at the unpaid intern operator's residence.
- 5105.4 Incidental items, such as a business luncheon, candy, calendar, pen, and other items of a nominal value (generally less than \$25.00), which are distributed for advertising or promotional purposes, do not fall within the scope of this administrative procedure. All incidental items received shall be reported in writing to the District Manager.
- 5105.5 Written documentation explaining the justification for accepting any incidental items with an estimated value of \$25.00 or more shall be submitted to the District Manager.
- 5105.6 Unpaid intern operators should conduct themselves so as to avoid the appearance of impropriety and the possibility of criticism for accepting gifts or gratuities as a reward for the performance of duties or other gifts or gratuities related to their position with the Rodeo Sanitary District.
- 5105.7 It is the responsibility of each unpaid intern operator to follow the provisions of this administrative procedure. When in doubt, unpaid intern operators should consult with the District Manager. It is the responsibility of supervisors to enforce the provisions of this administrative procedure within their individual departments and to report any violations to the District Manager's office.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: TYPES OF UNPAID INTERN OPERATORS
POLICY NUMBER: 5110

5110.1 REGULAR UNPAID INTERN OPERATORS: A regular unpaid intern operator is one who volunteers his/her time, with the understanding that upon successful completion of the academic semester, his/her association with the District will be evaluated for continuation.

5110.2 There are no guarantees expressed or implied that a unpaid intern operator will have continuing unpaid intern employment during the academic session, after the academic session has ended or there after.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: STATUS OF UNPAID INTERN OPERATORS
POLICY NUMBER: 5115

- 5115.1 RECRUITMENT AND SELECTION: At the sole discretion of the District Manager will unpaid intern operators be recruited, and selected for unpaid intern service with the Rodeo Sanitary District.
- 5115.2 ADDITIONAL ASSIGNMENTS: Unpaid intern operators may on occasion be required to perform duties, which are not listed in their position descriptions. In addition, unpaid intern operators may be assigned to perform work in an office or department of the District in which they do not normally work.
- 5115.3 COMPLETION OF INTERNSHIP: An unpaid intern is deemed to complete the unpaid internship when the unpaid intern operator has accumulated 1800 hours experience in the operations of the District. This will signify the unpaid intern is ready for certification. The District will assist the unpaid intern in completing and submitting the application for certification. At this time, the unpaid intern will have completed the internship and be released.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: **DRESS CODE**
POLICY NUMBER: **5120**

- 5120.1 All unpaid intern operators are required to wear steel toe shoes.
- 5120.2 The District will supply all unpaid intern operators with work shirts.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: DISTRICT VEHICLES
POLICY NUMBER: 5130

5130.1 District Unpaid intern operators are not allowed to use
District Vehicles under any circumstance.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: PERFORMANCE EVALUATION
POLICY NUMBER: 5150

During an unpaid intern operator's unpaid intern period, a minimum of one written evaluation of his/her performance shall be conducted by the District Manager. A copy shall be placed in the unpaid intern operator's file.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: CONDITIONS OF UNPAID INTERN EMPLOYMENT
POLICY NUMBER: 5160

- 5160.1 **SELECTION PRACTICES:** There shall be no discrimination toward candidates or unpaid intern operators because of age, political preference, sex, race, color, religion, or national origin. Selection will be based upon competence and will be in accordance with law and Board policies.
- 5160.3 **EMPLOYMENT REQUIREMENTS:** All new regular unpaid intern operators shall be required as a condition of their employment to complete and submit all applications, oaths, agreements, or statements required by the Resolutions, Rules, and Policies of the Board of Directors. It is the policy of the Rodeo Sanitary District to utilize only United States citizens.
- 5160.4 **PERSONNEL FILE:** A personnel record shall be maintained for each unpaid intern operator and it will contain all pertinent documents involved with employment, evaluations, medical reports and other data relative to the respective unpaid intern operator.
- 5160.5 Unpaid intern operators shall inform the District Manager of any changes in personal information, such as home address, home telephone number, and person(s) to notify in case of an emergency.
- 5160.6 Except as required by law, Information contained in a unpaid intern operator's personnel file will be disclosed only to persons with a need to know and to outside third parties only pursuant to a proper legal request. The home address and phone number of an unpaid intern operator will not be released except on the written authorization of the unpaid intern operator.
- 5160.7 An unpaid intern operator, upon written request to the District Manager may, at reasonable times and intervals, inspect his/her official personnel file. The District shall monitor the unpaid intern operator's inspection of his/her personnel file to insure that nothing is removed, destroyed or altered.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: **JOB DESCRIPTION - OPERATOR IN TRAINING**
POLICY NUMBER: **5195**

5195.1 THE POSITION AND DUTIES

An Operator in Training, in accordance with established procedures, operates valves to regulate flows; operates and maintains screens, clarifiers, centrifuge, digesters, pumps, blowers, meters, chlorination equipment, comminutors, sludge thickener and aeration units; greases, inspects and adjusts equipment and machinery; flushes, cleans and hoses channels, screen wells, wet wells, weirs and decks; collects samples and may run routine chemical tests; keeps records of equipment operation and meter readings; assists in equipment repair; may assume responsibility of the shift during the absence of the Operator I; assists in keeping plant in good operation and sanitary condition and in caring for the surrounding grounds; may be assigned all or part of the above duties.

The Operator In Training also works on sewer line maintenance using rodding equipment, flushes lines and answers emergency calls for sewer stoppage, performs routine and corrective maintenance on the sewer system.

5195.2 REQUIRED QUALIFICATIONS

It is mandatory that candidates possess a State Water Resources Control Board OPERATOR IN TRAINING Certificate; must obtain SWRCB Operator Grade I Certificate within two years of assignment to this position.

- Graduation from an accredited high school or equivalent.
- Must possess and maintain a valid class C California driver's license.
- Must continue to meet all of the provisions of the District to be insured with the terms and condition of the District's insurance program as conditions of employment.
- Must possess the physical ability to perform the critical and important duties of the class, including sufficient strength to safely lift 50 pounds.
- Must pass a pre-employment physical examination.
- Must take and pass a drug test in conjunction with the pre-employment physical examination. All employment offers will be contingent upon passing the physical examination and drug test.
- Knowledge of operation and maintenance procedures of plant controls and equipment; operation of biological and physical processes, and all applicable state and federal regulations and requirements for plant operation and discharge.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

Ability to:

- Establish and maintain effective working relationships with co-workers and the public.
- Clearly and effectively speak, read and write in English.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: ILLNESS AND INJURY PREVENTION PROGRAM
POLICY NUMBER: 5220

It is the District's goal to have a safe and healthful workplace. To that purpose the District is committed to upholding its separate Injury Prevention Program.

A copy of the District's Injury Prevention Program is kept by the District Manager and is available for inspection and/or copying by the District's unpaid intern operators during normal business hours.

The District will do everything within its control to assure a safe environment, and will comply with federal, state and local safety regulations.

Unpaid intern operators are expected to obey safety rules, follow established safe work practices, and to exercise caution in all their work activities.

All unpaid intern operators are expected to immediately report any unsafe conditions to their immediate supervisor or the District Manager.

Rodeo Sanitary District

Unpaid Intern Operator Policy Manual - Draft

POLICY TITLE: PURCHASING POLICY
POLICY NUMBER: 5230

5230.1 Unpaid intern operators are not authorized to use any of the District credit cards, purchase orders, or perform any merchandise ordering of any kind.

RODEO SANITARY DISTRICT

TRAINING RECORD

NAME: _____

Task	Trainee	Trainer	Start Date	Certify Date	Remarks
<i>1. Daily Plant Readings</i>					
1. Able to identify name & locate each equipment in WWTP					
2. Able to point out equipment as listed on the Daily Worksheet					
3. Able to read gauges & dials					
4. Able to navigate SCADA to obtain required readings					
5. Familiar with associated safety hazards (eg. tripping, slipping, etc)					
6. Able to identify "out of normal" conditions of operating equipment (eg. excessive vibration, noise, leaks, etc)					
7. Knows the procedures of handling completed Daily Plant Worksheet					
8. Knows how to perform following tasks while taking the readings					
a. Release water condensate out the drain valve of the Digesters					
b. Taking clarifier blanket using the "sludge judge"					
c. Remove rags out of Digester & RAS Overflow tubes					
d. Dispose grit to drying beds					
e. Pump down Primary Scum pit					
f. Pump down Secondary scum troughs & pit					

RODEO SANITARY DISTRICT

TRAINING RECORD

NAME: _____

Task	Trainee	Trainer	Start Date	Certify Date	Remarks
g. Drain condensation off Plant Water System's Air compressor					
h. Knows how calculate the hypochlorite & bisulfite consumption a day after a delivery					
i. Knows how to test the Fence Alarm System					
j. Knows how to reset Totalizers					
k. Knows how to recognize good RAS draft tube flow					
l. Knows where to take the number of hours of WAS wasting					
9. Able to perform Plant Readings on his/her own without supervision					
<i>II. Back Flushing Analyzers</i>					
1. Knows when to commence Back Flushing process					
2. Able to identify three sample pumps & describe their function					
3. Able to identify valves involved & their orientation in the BF process					
4. Knows how to prime sample pumps & to confirm flow					
5. Knows how to disassemble, clean, & re-assemble suction pipe . foot valve. & screen					

RODEO SANITARY DISTRICT

TRAINING RECORD

NAME: _____

Task	Trainee	Trainer	Start Date	Certify Date	Remarks
assemble suction pipe , foot valve, & screen of sampler pumps					
6. Knows how to clean & flush basket strainers					
7. Knows /aware of different valve orientation during Bio assay testing					
8. Knows how to backflush 1C Analyzer					
9. Able to perform BF process without supervision					
<i>III. Drum Thickener</i>					
<u>Start Up</u>					
1. Knows where to acquire the Class 3 pressure.					
2. Knows required pressure to operate Thickener					
3. Knows which valves need to be switched open					
4. Knows how to hose down the Thickener Drum					
5. Able to execute Thickener Start Up procedures without supervision					
<u>Shut Down</u>					
6. Knows how to clear/flush the polymer mixing chamber					
7. Knows valves to shut off					

RODEO SANITARY DISTRICT

TRAINING RECORD

NAME: _____

Task	Trainee	Trainer	Start Date	Certify Date	Remarks
8. Able to execute Thickener Shut Down procedures without supervision					
<i>IV Centrifuge</i>					
<u>Start Up</u>					
1. Knows where & how to grease bearings					
2. Familiar with the start up levers & buttons involved in start up process					
3. Knows where the electrical switch for the polymer feed pump & mixer is located					
4. Knows the location of valves involved in the start up process					
5. Knows how to fill/mix dry polymer in drum					
6. Knows how to back up DumpTruck					
7. Able to execute Centrifuge Start up procedures without supervision					
<u>Shut Down</u>					
8. Knows when to drive Dump Truck forward					
9. Knows how long to flush Centrifuge					
10. Understands the importance of cutting					

RODEO SANITARY DISTRICT

TRAINING RECORD

NAME: _____

Task	Trainee	Trainer	Start Date	Certify Date	Remarks
10. Understands the importance of cutting off flush water when the centrifuge is not running					
11. Knows when to shut off the Main Power of Centrifuge					
12. Able to execute Centrifuge Shut Down procedures without supervision					
<i>V. OTHER DUTIES</i>					
1. Scrub Secondary/ Primary Clarifiers					
a. Timing of scrubbing					
b. Safe manner of scrubbing					
c. Inspect PC weirs. Remove rags, other debris					
2. Pull rags, fur balls from digester overflow box					
- Hose down work area afterwards					
3. Hose down Primary Clarifier scum trough					
4. Grit chamber					
a. Pluck out rags out of grit chamber					

RODEO SANITARY DISTRICT

TRAINING RECORD

NAME: _____

Task	Trainee	Trainer	Start Date	Certify Date	Remarks
b. Clean weirs out of grit hopper					
c. Inspect grit cart. Record grit volume data.					
<i>V. OTHER DUTIES (cont'd)</i>					
5. Inspect Eductor Station. a. Pump out standing water					
6. Inspect Digester drip pit. a. Pump out standing water					
7. Record Air Blower data					
8. Execute janitorial duties. i.e. trash, mop floors, recycle disposal					
9. Execute landscaping duties					
10. Take Dissolved Oxygen reading at: a. Aeration Basin b. Effluent Wet-Well					
b. Decavitate Mixing/Chopper pump A of Digesters					

Process to Establish Insurance For Volunteer Interns

During Academic Year, partner with Solano Community College and their Occupational Education (OCED) 90 program. This program provides the Workers Comp Insurance during the academic semester. We can also partner with the Tri Valley Regional Occupational Program (TVROP). Their academic session is from September to June and will encompass the winter recess.

The Process below will provide guidance in insuring volunteers during the winter recess or summer break:

- Check with Workers Comp Insurance Carrier to see if there is an Endorsement Agreement. It is assumed that one can be created or may exist.
- Establish an Intern Agreement with the Employment Union(s).
- Adopt Resolution by governing body to allow interns, be specific to the individual.
- Train, Train, Train!!!

Example Cost for interns:

\$19.89 (RSD OIT Grade I hourly rate)

RSD Experience Modifier 1.15

Ops Rate 13.75%

$\$19.89 \times 1.15 \times .1375 = \3.15 per hour to insure. Over the winter recess it would be about 160 hours or \$504 per intern. Over a summer it would be about 480 hours or \$1,512 to insure.

STATE
COMPENSATION
INSURANCE
FUND
HOME OFFICE
SAN FRANCISCO

VOLUNTEERS COVERED
BASIS OF PREMIUM

REP 05
90780-94
RENEWAL
NB
0-02-90-06F
PAGE 1

ALL EFFECTIVE DATES ARE
AT 12:01 AM PACIFIC
STANDARD TIME OR THE
TIME INDICATED AT
PACIFIC STANDARD TIME

ENDORSEMENT AGREEMENT
EFFECTIVE MARCH 6, 1994 AT 12.01 A.M.

RODEO SANITARY DISTRICT

P O BOX 97
RODEO, CA 94572

ANYTHING IN THIS POLICY TO THE CONTRARY NOTWITHSTANDING,
IT IS AGREED THAT THE PREMIUM FOR EACH VOLUNTEER WHO SERVES
THE INSURED WITHOUT PAY AND WHO IS SUBJECT TO THE WORKERS'
COMPENSATION ACT IN ACCORDANCE WITH SECTIONS 3363.5 OR
3363.6 OF THE LABOR CODE SHALL BE COMPUTED UPON THE BASIS
OF THE SAME REMUNERATION AS THAT RECEIVED BY A PAID
EMPLOYEE ENGAGED IN THE SAME OR SIMILAR WORK.

IT IS FURTHER AGREED THAT THE INSURED SHALL MAINTAIN A
RECORD OF THE TIME EACH SUCH COVERED VOLUNTEER SERVES THE
INSURED AND THE TYPE OF SERVICE PERFORMED.

NOTHING IN THIS ENDORSEMENT CONTAINED SHALL BE HELD TO VARY ALTER, WAIVE, OR EXTEND ANY
OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS POLICY OTHER THAN AS STATED.
NOTHING ELSEWHERE IN THIS POLICY SHALL BE HELD TO VARY, ALTER, WAIVE, OR LIMIT THE TERMS,
CONDITIONS, AGREEMENTS OR LIMITATIONS OF THIS ENDORSEMENT.

JULY 22, 1994

1546

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO.

AUTHORIZED REPRESENTATIVE

PRESIDENT

CASES & CODES PRACTICE MANAGEMENT JOBS & CAREERS LEGAL NEWS BLOGS SERVICE PRO
Forms Law Technology Lawyer Marketing Corporate Counsel Law Students Thomson Legal Record Ju

[Ads by Google](#)

Employment/Labor Law

An Employer Defense Law Firm Tel: 310-556-3800 Los Angeles CA
www.mohajerianemploymentdefense.com

FindLaw Codes and Statutes California Code Labor Code - LAB GENERAL PROVISIONS Division 4 Part 1
Chapter 2 Article 2 Section 3363.5

CAL. LAB. CODE § 3363.5 : California Code - Section 3363.5

Search CAL. LAB. CODE § 3363.5 : California Code - Section 3363.5

Search

(a)Notwithstanding Sections 3351, 3352, and 3357, a person who performs voluntary service without pay for a public agency, as designated and authorized by the governing body of the agency or its designee, shall, upon adoption of a resolution by the governing body of the agency so declaring, be deemed to be an employee of the agency for purposes of this division while performing such service.

(b)For purposes of this section, "voluntary service without pay" shall include services performed by any person, who receives no remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses.

« Prev

Up

Next »

Employees [3350.
- 3371.]

CASES & CODES PRACTICE MANAGEMENT JOBS & CAREERS LEGAL NEWS BLOGS SERVICE PRO
Forms Law Technology Lawyer Marketing Corporate Counsel Law Students Thomson Legal Record Ju

Ads by Google

Structured Settlement Loans

Get Cash for Your Settlement. Our Free Guide Explains How. Get it Now
www.ClientFirstFunding.com

FindLaw Codes and Statutes California Code Labor Code - LAB GENERAL PROVISIONS Division 4 Part 1
Chapter 2 Article 2 Section 3363.6

CAL. LAB. CODE § 3363.6 : California Code - Section 3363.6

Search CAL. LAB. CODE § 3363.6 : California Code - Section 3363.6

Search

(a)Notwithstanding Sections 3351, 3352, and 3357, a person who performs voluntary service without pay for a private, nonprofit organization, as designated and authorized by the board of directors of the organization, shall, when the board of directors of the organization, in its sole discretion, so declares in writing and prior to the injury, be deemed an employee of the organization for purposes of this division while performing such service.

(b)For purposes of this section, "voluntary service without pay" shall include the performance of services by a parent, without remuneration in cash, when rendered to a cooperative parent participation nursery school if such service is required as a condition of participation in the organization.

(c)For purposes of this section, "voluntary service without pay" shall include the performance of services by a person who receives no remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses.

« Prev

Up

Next »

Employees [3350.
- 3371.]

Rodeo Sanitary District Internship and Part Time Summer Employee Agreement With Stationary Operating Engineers Local 39

Definitions:



Intern – Unpaid, unrepresented volunteer who performs duties related to the operations and maintenance of the wastewater treatment plant and collection system, performs laboratory duties, and performs special projects all under the supervision of the Engineer-Manager. Duration of internship shall be at the discretion of the Rodeo Sanitary District. The Rodeo Sanitary District shall select the number of volunteers for the internship program. Intern positions will not have any impact on nor displace any permanent represented positions.

Part Time Summer Employee – Paid, represented, un-benefited, temporary position of the Rodeo Sanitary District for a period not to exceed three months beginning in June and ending in August of each calendar year. It shall be at the discretion of the Rodeo Sanitary District to fill the position or not. Part Time employee(s) will perform duties related to the operations and maintenance of the wastewater treatment plant and collection system, perform laboratory duties, and perform special projects all under the supervision of the Engineer-Manager. Part time employee(s) wage shall be commensurate with the Union MOU.

All Parties undersigned agree to allow the above defined positions to be filled at the discretion of the Rodeo Sanitary District.

A handwritten signature, likely belonging to J. J. Ball, written in cursive.

Rodeo Sanitary District

A handwritten signature, likely belonging to D. J. Lopez, written in cursive.

Union - Local 39

EXAMPLE RESOLUTION

**Rodeo Sanitary District
Resolution No. 2010-02**

In the matter of the District Board of Directors authorizing the Engineer-Manager to allow volunteer operators.

The District Board of the Rodeo Sanitary District, County of Contra Costa, State of California, hereby resolves:

The position of volunteer operator in training has been offered to Mr. Mitchell Costello and Mr. Bruce Randolph. Mr. Costello has offered to work forty hours per week as a volunteer operator in training at the District's Water Pollution Control Plant to gain experience in operations. Mr. Costello is willing to perform the voluntary service without compensation or employment benefits except for workmen's compensations insurance coverage. Mr. Randolph has offered to work sixteen hours per week as a volunteer operator in training at the District's Water Pollution Control Plant to gain experience in operations. Mr. Randolph is willing to perform the voluntary service without compensation or employment benefits except for workmen's compensations insurance coverage.

The Engineer-Manager has informed the Board that it is in the District's best interest and in the best interest for Mr. Costello and Mr. Randolph that the District allows both voluntary services.

Now, therefore IT IS RESOLVED:

The Board of Directors authorize the Engineer-Manager to utilize the voluntary services of Mr. Mitchell Costello and Mr. Bruce Randolph as delineated above as volunteer workers with no benefits.

The Foregoing Resolution was adopted at a regular meeting of the Board of Directors held on July 13, 2010, by the following vote:

AYES: 4
NOES: 0
ABSENT: 1
ABSTENTION: 0


Barbara Russey, President

ATTEST


Mike Carlson, Secretary of the Board



ENDORSEMENT AGREEMENT
AGREED PAYROLL AND CLASSIFICATION

REP D8
90780-10
RENEWAL
NB
0-02-90-06F
PAGE 1 OF 1

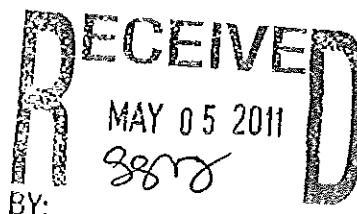
HOME OFFICE
SAN FRANCISCO

ALL EFFECTIVE DATES ARE
AT 12:01 AM PACIFIC
STANDARD TIME OR THE
TIME INDICATED AT
PACIFIC STANDARD TIME

EFFECTIVE MARCH 6, 2010 AT 12.01 A.M.

RODEO SANITARY DISTRICT

800 SAN PABLO AVE
RODEO, CA 94572



ANY CONTRADICTION BETWEEN THE POLICY AND THIS ENDORSEMENT
WILL BE CONTROLLED BY THIS ENDORSEMENT.

IT IS AGREED THAT THE ACTUAL REMUNERATION OF,
VOLUNTEERS
PROPERLY CLASSIFIED UNDER,

STANDARD CLASS
NUMBER

STANDARD CLASS
WORDING

7580-1

SANITARY OR SANITATION DISTRICTS OPERA-
TION

SHALL BE USED AS THE BASIS FOR COMPUTING PREMIUM, BUT
IN NO EVENT SHALL SUCH REMUNERATION BE TAKEN AT A SUM
LESS THAN,

\$\$ 19.89 EACH

PER THE TIME PERIOD SPECIFIED BELOW,

HOURLY

SUPERSEDES PREVIOUS ENDORSEMENT NUMBER 2784

NOTHING IN THIS ENDORSEMENT CONTAINED SHALL BE HELD TO VARY, ALTER, WAIVE
OR EXTEND ANY OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS
POLICY OTHER THAN AS STATED. NOTHING ELSEWHERE IN THIS POLICY SHALL BE
HELD TO VARY, ALTER, WAIVE OR LIMIT THE TERMS, CONDITIONS, AGREEMENTS OR
LIMITATIONS OF THIS ENDORSEMENT.

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO:

APRIL 26, 2011

2784

James Neary
AUTHORIZED REPRESENTATIVE

Thomas Elone
PRESIDENT AND CEO

BAYWORK Internship Guidebook

Appendix 1-G

San Diego County Water Authority
Additional Program Information and Materials

Internship Informational Form (Employer)

Contact Information	
Program Contact Name	Tom Wood
Email	twood@olivenhain.com
Phone	(760) 753-6466 ext. 111
Website	Interviewee's organization: http://www.olivenhain.com/ Internship Program: http://www.h2ointerns.com/
Internship Overview	
Internship Program Name	San Diego Region Water and Wastewater Internships
Employer of Record	Hiring agencies are responsible for worker's compensation and unemployment insurance but this can be avoided by using the staffing agency (the only agency that doesn't contract a staffing agency is the City of San Diego because of its size). This optional service is offered for \$13.50 per hour; interns are paid \$10.00 per hour.
Intern Job Classification	
Internship Level (check all that apply)	☐ Middle School ☐ Community College ☐ High School ☐ University ☐ Other: _____
Eligibility Criteria	Students are accepted into the internship program based on qualifications. Students must meet the following requirements: ☐ Enroll in a qualifying water/wastewater technology course at either Cuyamaca Community College or Palomar Community College. ☐ Submit a written application located on the internship website, www.H2OInterns.com . ☐ Possess a valid California Driver's License. ☐ Interview with the Internship Program Committee. ☐ Pass a physical and drug test prior to beginning the internship. ☐ Commit to 20-hour workweek at hourly rate of \$10.00 for 33-weeks.
Work Site Classification (Office building, treatment plant, production warehouse, restaurant, etc.)	• 8 weeks in System Operations • 8 weeks in System Maintenance • 8 weeks in Water Treatment • And 8 weeks in Wastewater Treatment
Number of Interns in Program	Approximately twenty community college students are selected each year to rotate over the course of 33-weeks through four different career modules and complete homework assignments based on their learning: System Operations, System Maintenance Water Treatment, and Wastewater Treatment. Interns are paid \$10/hour and

Internship Informational Form (Employer)

	work 20-hours per week, beginning with the fall semester. Interns enroll in the cooperative education course, Regional Water / Wastewater Internship (225) at Palomar Community College. Interns are concurrently enrolled in water and/or wastewater technology courses at Palomar Community College or Cuyamaca Community College.
Internship Detail	
Mission Statement	
<i>What is the program mission statement?</i>	Increase public awareness of water/wastewater career opportunities in the San Diego region; Familiarize potential entry level candidates with requirements of Plant Operators; and Provide a pool of educated workers.

Internship Informational Form (Employer)

Program Summary	
<i>Please provide a brief overview of your internship program.</i>	It is designed to provide exposure to four water and wastewater career areas over 33-weeks including <u>1 week orientation at the Water Authority</u> where we cover basic safety and an orientation to the program and intern requirements • 8 weeks in System Operations • 8 weeks in System Maintenance • 8 weeks in Water Treatment • And 8 weeks in Wastewater Treatment
<i>Please elaborate on the most successful component(s) of your internship program.</i>	Mentors: Each intern is assigned a mentor for each of the 4 modules. The mentors are responsible for conducting Safety Training specific to the module they are participating in, providing guidance to the intern relative to work and jobsite conduct, training to enhance the intern skills and, when the module is completed, provide a written evaluation and recommendation for rotation to the next module. The mentors share their evaluation with the intern to guide the intern toward increased performance as they move through the modules. A side benefit to the host agencies is the opportunity for mentors to develop skills in leadership and mentoring. Documenting Performance and Progress: learning objectives are developed for each of the four modules: Water Treatment, Systems Operations, Systems Maintenance, and Wastewater Treatment. Objectives are not meant to be an all-inclusive list simply because participating agency facilities are so different. Interns are meant to complete as many objectives as possible at each facility they visit. After successful completion of the internship program, interns attend a graduation event hosted by the San Diego County Water Authority. The half-day session consists of the following topics: ☐ Internship program debrief ☐ State certification examination ☐ Resume building ☐ Job application how-to's ☐ Graduation Ceremony ☐ Meet and Greet event with potential employers in the water and wastewater industry.
Program Components	
<i>What were the program components, including orientation?</i>	The Internship Program consists of three components: Outreach, Education, and Internship. The Outreach component is intended to inform and attract students to the program. The Education component is intended to provide technical water and wastewater instruction. The Internship

Internship Informational Form (Employer)

<i>Please attach any example calendars, program overviews, intern performance evaluation templates, etc.</i>	component is designed to provide exposure to major career areas in water and wastewater. The annual internship schedule begins with one-week internship program orientation and general safety training provided by the San Diego County Water Authority. The eight-week career modules: System Operations, System Maintenance, Water Treatment, and Wastewater Treatment span 32weeks
History/Development of Program	
<i>How did the program come to be?</i>	In 2006 the San Diego County Water Authority joined together with regional water agencies, community colleges and private-sector partners to develop a water and wastewater internship program. As the water and wastewater industry experiences an increased demand for qualified staff, this internship program provides students in the San Diego region with career opportunities and on-the-job experience. The San Diego Regional Water/Wastewater Internship Program model that was designed and developed by Gary Eaton, Operations and Maintenance Director at the San Diego County Water Authority.

Internship Informational Form (Employer)

Recruitment Strategy	
<i>What efforts were made to inform intern candidates about internship opportunities?</i> <i>Please attach any example recruitment materials.</i>	Outreach methods Outreach to potential interns is through the region's high schools, community colleges, military bases, and tribal governments. Outreach methods vary as opportunities arise and include speakers programs, job fairs, water agency open house programs, publications, and postings in printed and electronic media. Speakers program Host agencies participate in career days and job fairs at regional high schools and community colleges. Successful graduates also participate in outreach, providing testimonials about the program and job opportunities made available to them through the program. Publications The Internship Program Committee publishes and distributes program information and student handouts for high school guidance counselors, community college counselors, military reentry counselors, and tribal governments. Internet/web postings CH2M HILL develops and maintains web pages that provide information and application forms about the internship program at www.H2Ointerns.com. Media package An outreach package is available that presents the program in various media such as PowerPoint presentation, handout cards, and flyers.
<i>What recruitment strategies worked best?</i>	Although it is not a formal strategy, what works best is having advocates of the program at Community Colleges. For example, Don Jones.
Partners	
<i>What other entities partnered with your internship program?</i>	• 2 community colleges • 6 cities • 5 water districts • 3 irrigation districts • 8 municipal water districts • 1 public utility district • 1 federal agency (military base)-

Internship Informational Form (Employer)

<i>Were there any challenges associated with the partnership? (if applicable)</i>	When the program was created not many agencies showed interest. The number of participating agencies varies every year.
--	--

Internship Informational Form (Employer)

Application Process	
<i>What was the application and selection process?</i> <i>Please attach any example application or selection materials.</i>	June: intern application deadline (interns apply on the Water Authority's online applicant tracking program, NeoGov); Water Authority program manager reviews applications and screens for minimum requirements (high school diploma, driver's license, and enrollment in at least one water/wastewater technology program college course); June: Selection Committee Meeting (host agencies volunteer five representatives to serve on the Committee and select up to 20 interns each year) to review applications and rank applicant eligibility; July: Interviews (2 full days, about 40 applicants) and selection; August: Pre-employment screening; intern orientation (paid, 1 week/20hours);
Compensation	
<i>What compensation was provided to interns, if any? (e.g., monetary, course credit, other)</i>	\$10 an hour.
Program Schedule	
<i>Please provide the hours per week worked and duration of the internship.</i>	20 hours a week during 33 weeks.
Liability	
<i>How did you address liability issues associated with having an intern on-site?</i>	Hiring agencies are responsible for worker's compensation and unemployment insurance but this can be avoided by using the staffing agency (the only agency that doesn't contract a staffing agency is the City of San Diego because of its size). This optional service is offered for \$13.50 per hour; interns are paid \$10.00 per hour.

Internship Informational Form (Employer)

Self-Evaluation	
<i>What challenges did you encounter in the internship program?</i>	
<i>How do you measure the success of your program?</i>	At the end of year 7, 84% interns were hired in water/wastewater jobs; AWWA Workforce recognizes San Diego as a model program; and Agencies currently accept internship as experience for some jobs.
<i>What efforts have been made to track former interns? Have the efforts been successful?</i>	
<i>Please share any lessons learned!</i>	
Program Outcomes/Statistics	
<i>Please provide any quotes from internship participants, if available.</i>	
<i>Please provide any statistics of job placement for former interns, if available.</i>	At the end of year 7, 84% interns were hired in water/wastewater jobs.

Internship Informational Form (Employer)

<i>Is there a former intern from this program that we can interview? If so, please provide the contact information.</i>	Tom is trying to contact some.
Additional Information	
<i>Feel free to provide any additional information.</i>	

Please attach any material or tools used for the internship program. This could include outreach materials, welcome packets, exit-interview surveys, etc. Additionally, we would appreciate any supporting photos that can be included in the BAYWORK Internship Guidance Manual. Thank you for your responses and materials!

If you have any questions regarding this form or the Internship Guidance Manual, please contact Steve Currie at SCurrie@sfgwater.org or Catherine Curtis at CCurtis@sfgwater.org.

Internship Informational Form (Former Interns)

Internship Overview	
Name of Former Intern (not required)	Cameron Denny
Current Email Contact of Former Intern (not required)	camerondenny33@yahoo.com
Current Phone Number of Former Intern (not required)	619-609-9392
Host Organization Name (not required)	It was a rotational internship. The most relevant host organization was Olivenhain Municipal Water District in San Diego County
Host Organization Classification (public, private, NGO, etc.)	Public.
Host Organization Field/Discipline (engineering, medicine, finance, hospitality, etc.)	Water.
Intern Job Title	Water Treatment Operator and Utility Worker I
Grade Level During Internship (check one)	☐ Middle School ☐ <u>Community College</u> ☐ High School ☐ University ☐ Other:
Years Since Internship End (approx.)	2014
Number of Additional Interns in Program	11
Internship Detail	
Program Overview Feedback	
<i>Please list key lessons that you learned from your internship.</i>	How a whole water utility works and its different components. There are so many people who come together to make supplying water in a safe and reliable manner possible. Everything was hands-on tasks. Replacing meters, building tranches, etc....
<i>Please suggest at least one aspect of the internship program that you would consider a success.</i>	The relationships that I built. It is a great opportunity to build a reputation and start a career. Many networking opportunities were offered.

Internship Informational Form (Former Interns)

<i>Please give at least one suggestion for improving the internship program.</i>	Harmonize background checks among participating agencies.
Recruitment	
<i>How did you find out about the internship position?</i>	Through college professors.
<i>Please list any ideas you have for improving the recruitment efforts, if applicable.</i>	Almost 300 hundred people applied. No suggestions.
Selection Process	
<i>Please briefly describe the application and interview process.</i>	From around 300 applicants, 50 remained after screening. Another selection screening process took place and only 25 were granted an interview. At the end, 12 were selected. The application process was very clear. I included classes that were relevant in my application. A panel interview (5 people from 4 different agencies and departments and Don Jones representing the college formed the panel) was formed. Seeing a familiar face in the panel was of help. Don is a great networker, and I knew that he knew that I was a good candidate. That made me feel more confident about my chances and positively affected how I performed at my interview.
<i>Were there any aspects of the selection process that should be continued? Please explain.</i>	The process is good. I just wish they would offer more than 12 internships.

Internship Informational Form (Former Interns)

<i>Were there any aspects of the selection process that could be improved? Please explain.</i>	
---	--

Internship Informational Form (Former Interns)

Orientation and Training	
<i>Did you receive an orientation?</i> <i>If yes, did you feel appropriately informed after your orientation? Why or why not?</i>	Yes. The orientation was great. Trainees and orientation providers were very approachable and provided their phone numbers for further assistance. Yes, because after processing the information I was encouraged to contact them at any time so that they could address possible doubts that I may encounter at a later time.
<i>Did you feel qualified to carry out the tasks assigned to you? Why or why not?</i>	Yes, the agencies were very supportive. The environment they created enabled me to do my job.
<i>Please list any training you were required to complete prior to your internship.</i>	You could not get into the internship if you had not taken classes.
<i>If you completed training, did you feel appropriately prepared after your training? Why or why not?</i>	Yes, it helped me. It was good for my confidence.

Internship Informational Form (Former Interns)

Guidance	
<i>Did you feel challenged in your internship? Why or why not?</i>	Definitively. At my second day on of the water treatment operator's area I was to replace a meter (trial and error) in front of somebody who knew how to do it. There was a lot of troubleshooting involved and the support was there only if I needed it.
<i>Did you feel that you were given enough guidance or direction to complete your assignments?</i> <i>Please explain how the guidance/direction was provided and how it could have been improved, if applicable.</i>	Yes, I do. Instructions were received while I was at work, immersed in a given task for which I asked for help. It was definitively guidance and not just bossing around.
<i>Did you feel comfortable asking your supervisor or coworkers questions when they arose? Why or why not?</i>	Yes. The supervisors were very approachable and helpful. An open door policy was in place
<i>Did you have a mentor in the internship program? If yes, what effect did your mentor have on your internship experience?</i>	I was assigned a mentor at each location at which I worked. In addition, I had an informal mentor who pushed me to pursue the internship. He works in the industry. He helped me through the process of getting the internship and during my internship experience.

Internship Informational Form (Former Interns)

Purpose	
<i>Did you understand how your assignments were connected to the mission of the organization? Why or why not?</i>	Yes. All the tasks I carried out led to provide a reliable and safe water supply to the public. I was very aware of that.
<i>Did you feel your work was meaningful? Why or why not?</i>	Yes. I could prove myself to the organization and what I did was beneficial and tangible to them and more importantly to myself.
Compensation	
<i>What compensation was provided to you, if any? (e.g., monetary, course credit, other)</i>	\$9 an hour
<i>Did you feel that the compensation was appropriate for the level of services you provided as an intern? Why or why not?</i>	Yes. It was a great experience and the expected hiring rate was high.

Internship Informational Form (Former Interns)

Career Path	
<i>What is your current occupation?</i>	In the construction department of Olivehain.
<i>Have you pursued a career in the field of your internship (for any duration)? Please explain.</i>	Yes. This internship led to my current job position. I am working in the area that I intended to after going through the four different positions.
<i>Did your internship inspire or dissuade you from pursuing a career in that field? Why or why not?</i>	Yes. I am working in the area that I intended to after going through the four different positions.
<i>Did you feel that your internship gave your necessary skills for your field? How so?</i>	Yes. I feel confident in what I do and I know how to get the necessary assistance.
Additional Information	
<i>Feel free to provide any additional information.</i>	

We would appreciate any supporting photos that can be included in the BAYWORK Internship Guidance Manual. Thank you for your responses!

If you have any questions regarding this form or the Internship Guidance Manual, please contact Steve Currie at SCurrie@sfwater.org or Catherine Curtis at CCurtis@sfwater.org.

Regional Water / Wastewater Internship Program

HOST AGENCY AGREEMENT

Host agencies	Host agencies are the regional water and wastewater agencies that accept interns for work during the 33-week term of the program, providing interns with diversified experience for each of the four eight-week career modules: System Operations, Water Treatment, Wastewater Treatment, and System Maintenance.
Schedule	The term of the internship begins with the first day of internship program orientation and ends after the internship graduation event.
Roles and responsibilities	Host agencies provide the internship opportunities and have the responsibilities outlined below and described in this agreement. • Provide workers compensation insurance for interns. • Interview and select interns as members of the Intern Selection Committee. • Provide qualified mentors over an eight-week period for interns. • Provide site-specific safety training and orientation. • Provide training and experience in line with Career Module Objectives. • Pay student intern at rate of \$10/hour. • Evaluate interns and forward to Internship Program Committee at end of eight-week term. • Recommend intern for next rotation or program graduation.
Hourly rate	The host agency shall pay interns \$10.00 an hour and provide not to exceed 27 hours per week.
Expenses	In addition to hourly wages, the host agency is responsible for the following expenses related to the program: • Worker's Compensation Insurance • Personal Protective Equipment, except safety work boots • Uniforms, if required • Training materials, if required
Hours of work	Hours of work may vary from one career module to the next; however, work hours typically range from 6:30 a.m. to 5:30 p.m. Interns may work any number of hours not to exceed 27 hours in a week and interns may work shift work hours, if mutually agreed to by host agency and intern. When the host agency observes holidays, the hours may be made up by adjusting hours in the week before or after the holiday at the host agency's discretion.

Continued on next page

HOST AGENCY AGREEMENT, Continued

Overtime Overtime is not anticipated or guaranteed, however overtime shall be paid at no less than one and one-half (1 ½) times the straight time hourly rate of pay when in excess of ten (10) hours per day and in excess of forty (40) hours in one week. Overtime shall not interfere with nor impair the intern's ability to attend community college courses.

Advancement The host agency will advance interns from one career module to the next by reviewing and recommending advancement to the Internship Program Committee at the end of each eight-week module. To advance from one module to the next, the intern shall have satisfactorily met the following:

- Completion of work hours, including attendance and being on time.
- Completion of work instruction and performance of tasks in accordance with safety requirements.
- Completion of water and/or wastewater technology courses, maintaining no less than "C".

Mentors Interns work under the guidance and instruction of a qualified mentor, provided by the host agency, to achieve the career experience module objectives.

Career experience module rotations Interns will rotate through four different career experience modules consisting of System Operations, Water Treatment, Wastewater Treatment, and System Maintenance. The host agency agrees to host interns in one or more 8-week modules over 32-week period. The personalized internship schedule may vary due to career module availability and host agency needs. Rotation schedules will be developed with the host agency at the beginning of the program or as soon as is practicable.

Safety The host agency is responsible for intern safety in the workplace. Site and task specific safety training and orientation is the responsibility of the host agency. Safety violations shall be reported to the Internship Program Committee immediately, and may be grounds for the intern's dismissal from the program.

Other terms The host agency will not be responsible for intern benefits or insurance, with the exception of Workers Compensation.

(Host agency) agrees to participate the in Regional Water / Wastewater Program and fully undertake the roles and responsibilities described in this agreement.

HOST AGENCY SIGNATURE

DATE



AGENDA

Date: TBD

1. Introductions
2. Internship – Program overview
 - i) Program calendar
 - ii) Program website
 - iii) Process
3. Outreach
 - i) Communication with stakeholder groups
 - ii) Community College job fairs
4. Internship Program – The mechanics
 - i) Intern selection
 - ii) Intern orientation and safety training
 - iii) Host Agencies
 - iv) Mentor orientation
 - v) Career Experience Module Objectives
 - vi) Intern Graduation
 - vii) Career counseling and job search support
5. Budget considerations
6. Next steps

San Diego Regional Water / Wastewater Internship Program – Seven Years of Success

The water and wastewater industry is experiencing increased demand for qualified staff that are trained and certified to perform skilled tasks related to the operation and maintenance of their facilities. This is particularly true in the San Diego region as continued growth, coupled with today's environment of regulatory and economic change, and the increasing complexity of operations creates a significant challenge for the water industry.

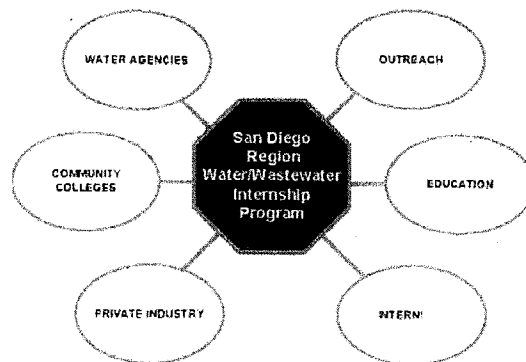
San Diego County Water Authority, water agencies, community colleges, and private sector partners developed an internship program in 2006 designed to communicate the opportunities associated with a career in the water /wastewater industry and provide practical on-the-job experience to potential future water/wastewater employees.

Program Goal

The goal of the internship program is to familiarize and train potential entry-level job candidates for positions available in the region. By reaching out to the region's high school and community college students and providing community college level courses with on-the-job learning experience, the internship program will provide a pool of entry-level job candidates for the region's member agencies and private sector.

Program Components

The Internship Program consists of three components: Outreach, Education, and Internship. The Outreach component is intended to inform and attract students to the program. The Education component is intended to provide technical water and wastewater instruction. The Internship component is designed to provide exposure to major career areas in water and wastewater.



Completion of the internship program provides students with the prerequisites necessary to apply for the state water and wastewater certification exams.

Basics

Approximately twenty community college students are selected each year to rotate over the course of 33-weeks through four different career modules and complete homework assignments based on their learning: System Operations, System Maintenance Water Treatment, and Wastewater Treatment. Interns are paid \$10/hour and work 20-hours per week, beginning with the fall semester.

Interns are enrolled in water and/or wastewater technology courses at Palomar Community College or Cuyamaca Community College.

Roles and Responsibilities

Water Authority and the Internship Program Committee

The Water Authority and the Internship Program Committee provide overall program management including:

- Program development.
Communication and coordination between community colleges and host agencies.
- Scheduling and placement of interns.
- Initial program orientation and general safety training during first week of internship.
- Development of training and experience objectives to be carried out by host agencies.
- Graduation and announcement of graduate availability for employment.
- Annual evaluation of the internship program.
- Disciplinary actions and intern removal from program if necessary.

Host agencies

Host agencies are those public or private sector entities that are willing to provide career experience on-the-job training in their area of expertise. San Diego County Water Authority member agencies, water agencies, wastewater departments, and private water industry operators volunteered to participate in the internship program, screen applicants, appoint a mentor to work with the interns, and evaluate the interns' performance at the end of each eight-week career module rotation. Host agencies pay for the interns' performance at a rate of \$10/hour.

Participating Host Agencies (Past and Present)

San Diego County Water Authority
City of Del Mar
City of Escondido
Fallbrook Public Utility District
Helix Water District
City of Oceanside
Olivenhain Municipal Water District
Otay Water District
City of San Diego
San Dieguito Water District

Santa Fe Irrigation District
Sweetwater Authority
Vallecitos Water District
Valley Center Municipal Water District
Vista Irrigation District
Yuima Municipal Water District
CH2MHill

Community Colleges

Community colleges provide student guidance and are responsible for:

- Water and wastewater technology curriculum.
- Coordination with San Diego County Water Authority and host agencies on implementation of program.

The Program boasts a ^{84% as of June 2013}~~73%~~ hire rate and is now a key underpinning to the San Diego region's succession planning model.

Additional information about the Program can be found at www.h2ointerns.com.

San Diego Region Water / Wastewater Internship Program

Program Calendar 2013 – 2014

APPLICATION AND SELECTION

Action	Responsible Parties	Dates (2013)
Application Submittal Deadline	Student	7/15
Review Applications and Select for Interview	Committee	7/16
Notify and Schedule Interviews	Committee	7/22
Interview Applicants (25-30)	Student/Committee	7/30-8/1
Registration begins for Water/Wastewater Technology Classes	Student	July (Palomar) July (Cuyamaca)
Select and Notify Applicants	Committee	8/5
Pre-Employment Screening	Student	8/5-9

INTERNSHIP

Action	Responsible Parties	Dates
Orientation	Interns/SDCWA	8/12 – 8/15
Classes Begin	Interns/Colleges	8/19
First 8-week Career Experience	Interns/Member Agencies	8/19 – 10/14
Second 8-week Career Experience	Interns/Member Agencies	10/21 – 12/16
Winter Break		
Third 8-week Career Experience	Interns/Member Agencies	1/13 – 3/10, 2014
Spring Break		
Fourth 8-week Career Experience	Interns/Member Agencies	3/17 – 5/9
Career Seminar and Graduation	Interns/Member Agencies/SDCWA	5/16

PROGRAM REVIEW AND OUTREACH

Action	Responsible Parties	Dates (2014)
Mid-point Meeting	Mentors/Host Agencies	January
Committee Review	Committee	January
Update Supporting Docs (Ap, Website, Program, Handouts)	Administrator	April - May
Begin Accepting Applications	Administrator	May
Outreach	Agencies and Committee	March - June
Program Evaluation	Committee	June

San Diego Region Water / Wastewater Internship Program

CAREER EXPERIENCE MODULE SCHEDULE 2012 – 2013

Enter the number of interns you will host in each Career Experience Module 8-week period.

Career Experience Module	8/27 – 10/19 2012	10/29 – 12/14 2012	1/7 – 3/1 2012	3/11 – 5/3 2012
System Operations				
Water Treatment				
Wastewater Treatment				
System Maintenance				

List mentors and indicate which Career Experience Module the mentor will lead.

Mentor	Title	Phone Number	Career Module

Enter name of your agency and who to contact about mentors and schedules.

Host Agency

Name:

Host Agency

Contact:

Phone #:**Comments:**

Return to Christine Hawkins by email (chawkins@sdewa.org) or Fax (858-268-7824).

SAN DIEGO REGION WATER/WASTEWATER INTERNSHIP PROGRAM

Career Opportunities

FALL 2012

PAID INTERNSHIP PROGRAM



OPPORTUNITY TO ENTER WATER/WASTEWATER FIELD

For more information –

Go to www.H2OInterns.com

Applications Due July 16, 2012

\$10/hour

20 to 30 hour workweek

A public/private
partnership
sponsored by





INTERNS AT WORK

7 STEPS to CAREER OPPORTUNITIES

SUBMIT APPLICATION (NO LATER THAN JULY 16, 2012)

Submit your application to the
Internship Selection Committee,
composed of public and private water
and wastewater agencies and local
community colleges. Apply online at
H2OInterns.com.

ENROLL

Enroll in water or/wastewater
technology courses at Cuyamaca
College or Palomar College.

INTERVIEW WITH THE INTERNSHIP SELECTION COMMITTEE

Meet with the Internship Interview
Panel and discuss your qualifications
and interest in the internship program.

ACCEPT INTERNSHIP OFFER

Commit to a minimum 20-hour
workweek at an hourly rate of \$10 for
33 weeks.

www.H2OInterns.com

ATTEND CLASSES

Attend evening classes while gaining
experience and earning pay during the
day.

WORK AS AN INTERN

Work as an intern at different water
and wastewater agencies in the San
Diego region and gain valuable
experience rotating through four
different experience areas, while
attending water / wastewater
technology courses at community
colleges. Interns must work at a
satisfactory performance level,
complete homework assignments, and
maintain a grade of "C" or better in
college coursework to remain in the
program. The conditions of the
internship require a security
background check, valid California
driver's license and the ability to
maintain insurability under agencies'
vehicle insurance policy, passing the
pre-employment physical, and
satisfactory employment authorization
documentation.

GRADUATE

Attend a half-day career seminar and
graduation, upon successful
completion of the internship program,
and meet potential employers in the
water and wastewater field.

*"With this education and
certification, work is available in
any town you go to."
2006-2007 Intern*

MENTORS PROVIDE THE CAREER EXPERIENCE

You will work with experienced
mentors that guide and train you to
perform entry-level work in four career
experience modules: System
Operations, System Maintenance,
Water Treatment, and Wastewater
Treatment.

*"This program gives students an
idea of how to tailor the
remainder of their college
career." 2006-2007 Host Agency*

2012 – 2013 HOST AGENCIES AND PROGRAM SUPPORTERS

City of Escondido
City of Oceanside
Fallbrook Public Utility District
Leucadia Wastewater District
Olivenhain Municipal Water District
Otay Water District
City of San Diego
San Diegoito Water District
Santa Fe Irrigation District
Vista Irrigation District
CH2MHill/OMI
Cuyamaca College
Palomar College

EARN \$10/HOUR

OPPORTUNITY TO ENTER WATER/WASTEWATER FIELD

Earn while you learn. You can earn \$10/hour while attending Water and/or Wastewater Technology classes at Cuyamaca College or Palomar College. Here's how:

1. **Submit Application** at www.H2OInterns.com and meet the program requirements.
2. **Enroll** in two Water and/or Wastewater Technology courses at local community colleges.
3. **Work 33 weeks** at regional water and wastewater agencies for 20 to 30 hours each week classes are in session.

APPLY www.H2OInterns.com

This program is open to anyone interested in entering the water or wastewater field and can lead to high-paying careers in system operations, water treatment, wastewater treatment, and system maintenance. No prior experience is required.

Applications are due no later than
July 16, 2012.

A public/private
partnership
sponsored by



San Diego County
Water Authority

SAN DIEGO REGION WATER / WASTEWATER INTERNSHIP PROGRAM

Paid Internship

Fall 2012



Career Opportunities



SAN DIEGO COUNTY WATER AUTHORITY
invites applications for the position of:
**San Diego Regional
Water/Wastewater
Internship Program**

An Equal Opportunity Employer

SALARY:

\$10.00 /Hour

OPENING DATE: 04/24/12

CLOSING DATE: 07/16/12 05:00 PM

THE ORGANIZATION:

In 2006 the San Diego County Water Authority joined together with regional water agencies, community colleges and private-sector partners to develop a water and wastewater internship program. As the water and wastewater industry experiences an increased demand for qualified staff, this internship program provides students in the San Diego region with career opportunities and on-the-job experience.

THE POSITION:

Candidates selected to participate in the internship program will work at different water and wastewater agencies in the San Diego region, gaining valuable experience rotating through four different modules: System Operations, System Maintenance, Water Treatment and Wastewater Treatment.

Completion of the internship program provides students with the prerequisites necessary to apply for the state water and wastewater certification exams.

Flexible hours are available, 20 hours per week during school and the possibility of up to 40 hours per week during breaks may be offered.

QUALIFICATION GUIDELINES:

A typical way of obtaining the knowledge, skills, and abilities outlined is graduation from high school or GED equivalent; candidates must be enrolled in either Cuyamaca Community College's Water and Wastewater Technology Program or Palomar Community College's Water Technology Education or Wastewater Technology Education vocational programs at the time of interview. Candidates must be enrolled in one water and/or wastewater class per semester during the duration of the internship program.

APPLICATION PROCEDURE:

Candidates are required to complete and submit an internship application, Statement of Interest Supplement Question by July 16, 2012. Resumes will not be accepted in lieu of a completed application. All applications must be submitted online at [Applicant Login](#).

If you have problems while applying on-line, please contact NeoGov at 1-888-NEOGOV1 for assistance.

All application materials will be evaluated and the most highly qualified candidates will be invited to continue in the selection process, which may consist of written questions that may be answered orally or in writing and/or other appropriate testing devices.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://agency.governmentjobs.com/sdcwa/default.cfm>

OUR OFFICE IS LOCATED AT:

4677 Overland Avenue

San Diego, CA 92123

858-522-6660

Job #2012
SAN DIEGO REGIONAL WATER/WASTEWATER INTERNSHIP
PROGRAM
CJ

An Equal Opportunity Employer

San Diego Regional Water/Wastewater Internship Program Supplemental Questionnaire

- * 1. Please describe which and how many water or wastewater courses you have completed.

- * 2. Please describe which and how many water or wastewater courses you are currently enrolled in.

- * 3. Please describe your reasons for interest in the San Diego Regional Water/Wastewater Internship Program. Please utilize the space provided to submit a 200-300 word written essay describing why you would like to participate.

- * Required Question

2012-2013

GUIDELINES FOR INTERVIEW PANEL MEMBERS



**San Diego Regional Water / Wastewater
Internship Program**

Your Role as a Panel Member

Interviewing Procedures

Evaluating Candidates

INTRODUCTION

Your willingness to serve as an Interview Panel Member and give your time, energy, and talent to the interview and application evaluation process is greatly appreciated.

You were chosen for your ability to evaluate the qualifications of applicants and the special knowledge and skills required to perform a particular job.

These guidelines were prepared to provide you with a basic understanding of the interview evaluation process; e.g., your role as a Panel Member, interviewing procedures, and rating candidates.

THE INTERVIEW

YOUR FUNCTION AS AN INTERVIEW PANEL MEMBER

The way in which the interviews are conducted is an important factor that affects the results of the interviews as well as the candidate's view of the entire evaluation process and the San Diego Regional Water / Wastewater Internship Program. It's your responsibility as an Interview Panel Member to set the tone of the interview.

- Create an atmosphere in which the candidates can present their qualifications to the fullest extent.
- Evaluate the candidates' capacity and suitability to perform the essential functions of the position.
- Rate and score the candidates according to observed factors relevant to job elements.

YOUR ROLE IN THE INTERVIEW

You will have an opportunity to review each candidate's application, including the statement of interest, before, during and after the interviews. You will receive applications for review electronically as they are submitted and at least one week prior to the Interview Panel and Selection Committee meeting to determine applicants for interview. Be prepared to submit up to thirty applicant names for selection during this meeting. Applications have already been screened for minimum qualifications prior to the interview.

THE CANDIDATE

Candidates are advised of the interview procedure and interview panel member names. If you cannot objectively evaluate an applicant, you should withdraw from participation in that candidate's evaluation. To prevent possible contacts from applicants, names of Panel members are not released in advance of the interviews.

QUESTIONING CANDIDATES

Remember, the participating organizations of the San Diego Regional Water / Wastewater Internship Program are all Equal Employment Opportunity and Affirmative Action employers. We do not discriminate against any person because of age, race, sex, national origin, religious affiliation, disabilities, or other non-merit factors. During the evaluation, questions and statements must be avoided that refer to these areas. Questions and statements must always be job-related.

GUIDELINES

- Each panel member should actively participate in every interview. No one member of the panel should dominate the interview.
- Questions are provided. Avoid adding to provided questions during the interview process.
- If you feel that something should be added, check with the personnel officer prior to the interviews and discuss your addition.
- Pay attention to the candidates' words and behaviors.
- Don't hesitate to rephrase a question if you think doing so will elicit additional information.
- Ask candidates to explain their answers. Ask "why" or "why not".

Before a candidate is thanked for appearing and the interview is concluded, the Interview Panel should ask if there is anything further the candidate would like to add. All candidates should be allowed to fully present their qualifications, and they should leave the interview knowing they have had a real opportunity to present their qualifications to a courteous, thoughtful audience.

RATING CANDIDATES

After each candidate has left the interview room, and you have graded the candidates', you may discuss and identify the candidates' strengths and weaknesses as they relate to the evaluation factors. This may be done individually or as a group. Each Panel member may want to contribute to this discussion; however, you should not discuss actual scores. You will have an Evaluation Rating Form for each candidate on which all rating factors will be listed. Each factor should be rated independently of others. By doing this you avoid what is known as the "halo effect". (The halo effect is the tendency to rate candidates high or low on all factors based on an overall general impression. It is not unusual for candidates to do well on one factor and poorly on another.) You may make comments on the rating form. Comments should be concise and indicate specific shortcomings or strong points of the candidate. Comments of a personal, non-job related nature should not be made. If you wish to write down information in order to recall an applicant or distinguish one candidate from another, they should be made on scratch paper and later destroyed. The rating forms you complete are evaluation records that can be requested by a candidate when filing a tort claim or challenging a hiring decision. These are not clearly public records, but may be discloseable under certain

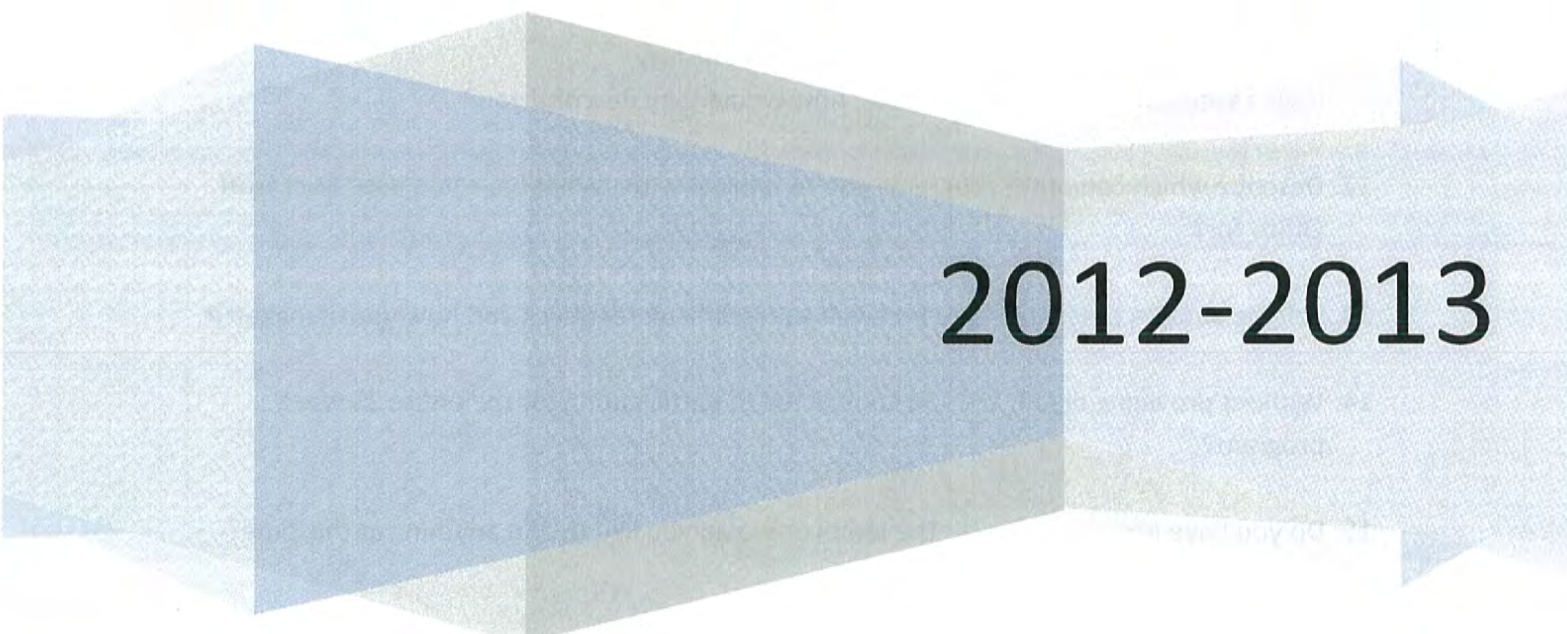
circumstances. Each form should be signed and dated. At the end of the process, you will be asked to participate in a discussion and identify your observation of each candidate's strengths and weaknesses as they relate to the evaluation factors. You will be asked to evaluate the top candidates and recommend final candidate.

THANK YOU

Serving as an interview panel member is both exhausting and rewarding. We sincerely appreciate your willingness to participate in our interview process. We hope you will find this an enjoyable experience and welcome your suggestions for modifications or improvements in our application and selection procedures.

San Diego Regional Water / Wastewater Internship Program

Interview Questions



2012-2013

1. Please tell us about your education, training, and work experience that uniquely prepare you for an internship in the water / wastewater field.
2. What are your career goals and how do you expect an internship to assist you in achieving them?
3. Tell us about your experience in working with the public.
4. To be successful in the internship program, which of your personal qualities will be of greatest benefit?
5. If you could change one thing about your work ethic, what would it be?
6. We have lots of applicants for the internship program. What makes you one of the best candidates?
7. What type of work assignments would you like to work on?
8. Describe how you like to be supervised.
9. What kind of people do you find it most difficult to work with?
10. Describe a conflict you have had with a co-worker or customer and how you handled it.
11. If we called your previous supervisor, what would they say about your work attendance and job performance?
Or for candidates without previous employment history:
If we called your personal references, how would they describe you?
12. Describe which computer programs you're familiar with. What have you used Microsoft Office for?
13. Tell me about a time when you received some difficult feedback and how you managed it.
14. Without providing detail, are you committed to participating for the entire 33 week program?
15. Do you have any questions for the panel or would you like to add anything at this time?

EMPLOYMENT INTERVIEW ANALYSIS

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

Name of Applicant:

Traits	Unsatisfactory	Some Deficiencies Evident	Satisfactory	Exceptional	Clearly Outstanding	Insert Rating
	0	1	2	3	4	(0 thru 4)
Knowledge Of Specific Job And Job Related Skills	No Knowledge Evident	Less Than We Would Prefer	Meets Our Requirements For Hiring	Exceeds Our Expectations Of Average Candidate	Thoroughly Versed In Job And Very Strong In Associated Areas	
Education	No Education Evident	Less Than We Would Prefer	Meets Our Requirements For Hiring	Exceeds Our Expectations Of Average Candidate	Has Strong Education Background In Related Areas	
Experience	None For This Job Nor Any Related Experience	Would Prefer More For This Job	Adequate For Job Applied For	More Than Adequate; Has Some Experience In Related Areas	Totally Experienced In Job; Has Strong Experience In Related Areas	
Communication Ability	Could Not Communicate; Will Be Severely Impaired In Most Jobs	Some Difficulties; Will Detract From Job Performance	Sufficient For Adequate Job Performance	More Than Sufficient For Job	Outstanding Ability To Communicate	
Interest In Program And Participating Organizations	Showed No Interest	Some Lack Of Interest	Appeared Genuinely Interested	Very Interested; Seems To Prefer Type Of Work Applied For	Totally Absorbed With Job Content; Conveys Feeling Only This Job Will Do	
Overall Motivation To Succeed	None Exhibited; No Concern For Personal Future	Not Up To Average Level; Shows Little Desire To Succeed	Average Desire To Succeed	Highly Motivated; Wants To Succeed And Advance	Extremely Motivated; Has Very Strong Compulsion To Succeed	
Appearance	Very Sloppy In Appearance Or Unacceptably Dressed; Or Unacceptable Personal Habits	Degree Of Grooming Less Than Satisfactory; Or Some Offensive Personal Habits	Properly Dressed And Groomed; Few Poor Personal Habits	Very Well Dressed And Groomed; No Offensive Habits	Presented Excellent Appearance; Maintained High Level Of Behavior Throughout Interview	
Poise	Appeared Extremely Distracted And Confused; Or Unreasonably Uneven Temper	Sufficient Display Of Confusion Or Loss Of Temper To Interfere With Job Performance	Sufficient Poise To Perform Job Applied For	No Loss Of Poise During Interview; Inspires Confidence In Ability To Handle Pressure	Displayed Impressive Poise Under Stress; Appears Unusually Confident And Secure	
Insight and Alertness	Did Not Understand Many Points Or Concepts	Missed Some Concepts Or Ideas	Understood Most New Ideas And Shifts In Discussion Points	Grasped All New Points And Concepts Quickly	Extremely Sharp; Understood Subtle Points And Underlying Motives; Quick Grasp Of Ideas; Strong Insight	
Self-Awareness In Relation To Position Applied For	Not Acceptable For Job	Some Deficiencies	Within Satisfactory Range For Job	Good Personality For Job; Some Traits Considered Especially Desirable	Perfect For Job; Generally Outstanding Personality As Well	
Total Score						

San Diego Regional Water / Wastewater Internship

Monday, 8/27 (SDCWA)		Tuesday, 8/28 (SDCWA)		Wednesday, 8/29 (SDCWA)		Thursday, 8/30 (SDCWA)	
Time	Topic/Instructor	Time	Topic/Instructor	Time	Topic/Instructor	Time	Topic/Instructor
7:00	Introductions / Networking / Pictures (Hawkins)	7:00	The IIPP and Fire/Evacuation (Romero)	7:00	Driving Safety – Smith System (Romero)	7:00	The Intern Experience (Javier Chavez)
7:30	Internship Program Outline (Hawkins)	7:30	Heat Stress/Dog Bite (Romero)	7:30	Driving Safety – Smith System (Romero)	8:00	Interview Practice (Hawkins)
8:00	Welcome (Leone)	8:00	ABC's of First Aid & Basic Blood Borne Pathogens (Romero)	8:00	Driving Safety – Smith System (Romero)		
8:05	Regional Water Picture / Regional Water and Wastewater Agencies (Harpin)	8:30	ABC's of First Aid & Basic Blood Borne Pathogens (Romero)	8:30	Basic Hazard Recognition (Romero)		
9:00	Role and Organization of Water Districts (Harpin)	9:00	Personal Protective Equipment (Soneill)	9:00	Confined Space Awareness (Romero)	9:00	Aerotek: Recruiting in Water (Delgado)
		9:15	Hazardous Chemicals Awareness (Romero)				
9:30	BREAK	9:30	BREAK	9:30	BREAK	9:30	BREAK
9:45	Resume Writing (Hawkins)	9:45	Understanding MSDS (Romero)	9:45	Confined Space Awareness (Romero)	9:45	Resume Writing Workshop (Quiros)
10:00	Cuyamaca College Water / Wastewater Technology (Don Jones)	10:15	Basic Flagger Safety (Romero)			11:00	Submitting Work Experience for College Credits (Hawkins)
10:45	Finalize intern schedules, directions to first Host Agency, Mentors Name and report time. Complete staffing agency packets and timetables.	11:00	BREAK	11:00	BREAK	11:20	Work Expectations / Intern Commitment (Hawkins)
		11:15	Introduction to Trenching and Shoring (Romero)	11:15	Computer Lab: Office 2007 Word, Excel, Outlook (Hawkins)		Questions & Answers and Program Administration Tasks
		11:30	Venomous Creatures (Romero)			11:40	

San Diego Regional Water / Wastewater Internship

ORIENTATION WEEK PROGRAM SCHEDULE August 27-30, 2012

- Location is Kearny Mesa Library Conference Room.
- Start Time is 7 a.m. and runs to 12 noon.
- Two 15-minute breaks each day are built into schedule, however instructors may break more often as necessary.
- All safety-training classes are introductory. Host agencies provide on-site specific hazard training as well as more advanced training as needed.



San Diego Region Water / Wastewater Internship Program

INTERN COMMITMENT AGREEMENT

Confirmation of agreement

Interns accepted into the San Diego Region Water / Wastewater Internship Program commit and agree to complete assigned work tasks, abide by company and agency policies, including random drug testing, and seek assistance for workplace problems during the 33-week term of the program. Interns will receive diversified experience in water / wastewater careers provided by host agencies throughout San Diego County.

Schedule

The term of the internship begins with the first day of internship program orientation and ends after the internship graduation event, as described in the San Diego Region Water / Wastewater Internship Program Calendar.

Concurrent enrollment

Interns shall be concurrently enrolled in water and/or wastewater technology courses at Palomar Community College or Cuyamaca Community College. Interns agree to remain enrolled in the cooperative education course, Regional Water / Wastewater Internship (Elective 225) at Palomar Community College, and maintain a minimum grade of "C" in all water / wastewater related course work.

Hourly rate

Interns shall be paid \$10.00 an hour by host agency, and will work a minimum of 20-hours per week, beginning one week before the fall community college semester.

Expenses

Interns are responsible for the following expenses related to the program:

- Safety work boots and work clothes
- Books and Tuition

Hours of work

Hours of work will vary from one career experience module to the next module; however, work hours typically range from 6:30 a.m. to 5:30 p.m. Interns will also be responsible for homework assignments relating to the material covered in the Regional Water / Wastewater Internship (Elective 225). Interns may work more than the minimum 20-hours a week and interns may work shift work hours, if mutually agreed to by host agency and intern.

When the host agency observes holidays, the 20-hours may be made up by adjusting hours in week before or after the holiday at the host agency's discretion.

Overtime

Overtime is not anticipated or guaranteed. However overtime will be paid at no less than one and one-half (1 ½) times the straight time hourly rate of pay when in excess of ten (10) hours per day and in excess of forty (40) hours in one week. Overtime shall not interfere with nor impair the intern's ability to attend community college courses.

INTERN COMMITMENT AGREEMENT, Continued

Travel Interns shall provide own transportation to and from the work place. Work places may be anywhere within San Diego County. Commuting distances will be considered when assigning interns to host agency; however, interns agree to report to work on time despite distances traveled.

Valid California Drivers License Interns are required to have and maintain a current valid California Drivers License for the entire 33-weeks of the internship program.

Advancement Interns advance from one career experience module to the next subject to review and recommendation by the host agency and Internship Program Committee. To advance from one module to the next, the intern shall have met the following:

- Satisfactory completion of work hours, including attendance and punctuality, and homework assignments.
- Satisfactory completion of work instruction and performance of tasks in accordance with safety requirements.
- Satisfactory completion of water and/or wastewater technology courses, maintaining no less than "C".

Mentors Interns will work under the guidance and instruction of a qualified mentor to achieve the career experience module objectives.

Career experience module rotations Interns will rotate through four different career experience modules: System Operations, Water Treatment, Wastewater Treatment, and System Maintenance over the course of 33-weeks. The personalized internship schedule may vary due to career experience module availability and host agency needs. Schedules of rotation will be worked out with the intern at the beginning of the program or as soon as is practicable.

Safety Interns are responsible for personal safety and safety of others in the workplace. Host agencies provide safety training appropriate to the work tasks assigned to the intern. Interns agree to only work on those tasks for which they have received safety training.

Other terms Interns will not receive benefits or insurance, other than Workers Compensation, from host agencies or from the internship program. Interns may be given physicals, drug tests, and security background checks by each host agency as part of the host agency's routine new employee process.

I agree to abide by the policies, procedures, and expectations of the internship program and to fulfill my responsibilities to the best of my ability as an intern. I am committed to working a minimum of 20-hours a week and participating fully over the 33-weeks of the San Diego Region Water / Wastewater Internship Program.

APPLICANT'S SIGNATURE

DATE

ABCOW Services, Inc.
Standard Assignment Agreement

August 28, 2009

Attn: L
P.O. Box 177
Pauma Valley, CA 92061

Position	Bill Rate	Date
Internship Payrolling	\$13.50	8/10/2009

1. Yuima Municipal Water District ("CLIENT") agrees that ABCOW Services' ("STAFFING FIRM") obligation to CLIENT is limited to assigning employees (ASSIGNED EMPLOYEE) with certain skills and abilities and, with regard to such employees, to maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including workers' compensation); hire, assign, reassign, counsel, discipline and discharge; and handle work-related claims and complaints. STAFFING FIRM makes every attempt to provide CLIENT with an ASSIGNED EMPLOYEE who fits the needs as communicated by CLIENT. CLIENT is responsible for directing the ASSIGNED EMPLOYEE'S work effort and monitoring their work performance. STAFFING FIRM is not responsible for the supervision, performance or quality of work produced by the ASSIGNED EMPLOYEE at CLIENT's work site, that is the responsibility of the CLIENT.

2. CLIENT's signature on STAFFING FIRM's timesheet certifies that the hours are correct, that the work was performed to the CLIENT's satisfaction and authorizes STAFFING FIRM to bill CLIENT for such hours. CLIENT agrees that, in the event an ASSIGNED EMPLOYEE works for CLIENT more than forty (40) hours in any workweek, or more than eight (8) hours in any day, CLIENT will pay an increase in the bill rate to reflect overtime compensation plus applicable markup. In the event that the CLIENT is dissatisfied with the performance of an ASSIGNED EMPLOYEE, STAFFING FIRM agrees to credit the CLIENT up to the first 4 hours of the assignment. STAFFING FIRM also agrees to provide CLIENT a replacement for ASSIGNED EMPLOYEE at CLIENT's request.

3. CLIENT agrees that it will not entrust ASSIGNED EMPLOYEE with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables.

4. CLIENT agrees that it will not request or permit any ASSIGNED EMPLOYEE to use any vehicle or machinery, regardless of ownership, in connection with the performance of services for CLIENT without the express prior written permission of STAFFING FIRM.

5. ASSIGNED EMPLOYEES will never render an opinion on STAFFING FIRM'S behalf on financial statements, nor sign their name or STAFFING FIRM'S name to any financial statement or tax return while on assignment for STAFFING FIRM.

6. No Payroll Transfer: CLIENT agrees not to directly or indirectly cause or permit any ASSIGNED EMPLOYEE assigned to Client by STAFFING FIRM pursuant to this Agreement to transfer to another entity's payroll, or to perform services for CLIENT while on the payroll of any person or firm other than STAFFING FIRM during the term of this Agreement and for a period of 200 business days after such ASSIGNED EMPLOYEE's assignment at CLIENT ends. If CLIENT violates this paragraph, CLIENT shall pay to STAFFING FIRM a placement fee. Please refer to STAFFING FIRM's "Direct Hire Fee Agreement".

7. If Client hires directly on to its own payroll, or engages as an independent contractor, an ASSIGNED EMPLOYEE after ASSIGNED EMPLOYEE has worked at CLIENT's facility for at least 720 hours, with no break in service of more than 10 business days, STAFFING FIRM shall waive any placement fee, conversion fee, or liquidated damages, provided that:

- (a.) CLIENT has paid to STAFFING FIRM all invoiced amounts for such ASSIGNED EMPLOYEE and
- (b.) All parties have signed and executed STAFFING FIRM's "Payroll Transfer Agreement".

In the event that CLIENT hires or engages as an independent contractor any ASSIGNED EMPLOYEE prior to the payment of such invoiced amounts for ASSIGNED EMPLOYEE or prior to the completion of the 720 hours of work, CLIENT shall pay STAFFING FIRM a placement fee. Please refer to STAFFING FIRM's "Direct Hire Fee Agreement".

CONVERSION FEE SCALE

Hours Worked	Fee
0-180 hours worked	20% of annual salary
181-360 hours worked	15% of annual salary
361-540 hours worked	10% of annual salary
Over 540 hours worked	No Conversion Fee

8. Client agrees to the terms and conditions and pricing contained in "Abcow Services Direct Hire Fee Agreement".

9. Client has been made aware of the standard and optional BACKGROUND INVESTIGATIONS offered by ABCOW Services.

10. If credit is granted, CLIENT agrees to pay Net Upon Receipt of Invoice, and to pay late charges on any unpaid balances after thirty (30) days from the date of the invoice at the rate of 1.5% per month (Annual Percentage Rate of 18%), or the maximum legal rate, whichever is higher.

11. Client agrees to pay reasonable collection fees and legal costs incurred by ABCOW Services required to recover CLIENT'S unpaid past-due balances after thirty (30) days from receipt of invoice.

12. CLIENT agrees that the Credit Application shall remain property of ABCOW Services, Inc. and that ABCOW is authorized to obtain and exchange credit information relative to the

CLIENT, subject to applicable state and federal laws. This waiver is given voluntarily as evidenced by CLIENT'S signature below.

13. CLIENT certifies by this signature that all information on this application is true and correct.

14. REMITTANCE IN PAYMENT OF CLIENT'S ACCOUNT SHOULD BE SENT ONLY TO P.O. BOX 880264, SAN DIEGO CA 92168. PAYMENTS OR REMITTANCES TO ANY OTHER ADDRESS WILL NOT BE CREDITED TO CLIENT'S ACCOUNT.

Other agreed upon terms

For payrolled employees the following changes are in effect:

Section 2. No Four-hour guarantee in effect

Section 6. No Payroll Transfer section waived – payroll transfer is approved

Section 7. Conversion Fee Scale Waived – no placement fees.

Agreed to by:

ABCOW Staffing

(Name)

(Signature)

(Date)

(Name)

(Signature)

(Date)

Acknowledgement of Work-Week Schedule

Host Agency Name's current policy structure which are in compliance with FLSA laws, indicate that our part time and temporary employees are excluded from overtime for more than 8 hours of work in a day, but are entitled to overtime in excess of 40 hours worked in a workweek.

We respectfully request that the Lawton Group accommodate our current policies and practices, which conform to the Fair Labor Standards Act applicable to public sector employers.

The undersigned understand and agree to the above work schedule.

Employee Signature

Date

Host Agency Name Signature

Date

The Lawton Group Signature

Date

SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION

SYSTEM MAINTENANCE		Meets Objectives:		Yes	No	Comments
1	Introduction/Orientation					
	General safety and security					
	Review system schematics					
	Orientation to sites and tour sites					
2	Construction Maintenance					
	Special Projects					
	AMR installs and programming					
	Leak repairs, including crimping and freeze kit usage					
	Easement maintenance					
3	Backflow Program					
	RP and DC Device testing and repairs					
	Title 17 requirements/guidelines					
4	Meter Reading and Maintenance					
	Meter routes					
	Field code inputs					
	AMR sites					
	Meter installs/exchanges					
	Meter maintenance					
5	Customer Service					
	Closing reads and meter re-reads					
	Meter lock-offs/turn-ons					
	Flow complaints – high and low pressure					
	Troubleshooting					
	Filling out service orders					
6	Valve Maintenance					
	Procedures: flushing, tagging, painting, exercising					
	Repairs or installs: fire hydrants, air vacuums, blow-offs					
	BMPs and de-chlorination procedures					
	Performing shutdowns					
7	Pumps and Motors					
	Repair and rebuild, pumps					
	Repair and rebuild, motors					
	Testing pump efficiency					
	Testing emergency generator					
	Special Projects					
8						
9						
10						
11						

SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION

MENTOR INSTRUCTIONS

Mentors are responsible for the following:

Ensuring that interns are exposed to the career module objectives and have an opportunity to experience what is involved in one type of water / wastewater technology.

Providing safety training and personal protective equipment appropriate for the type of work or hazards they are exposed to.

Evaluating the intern during the 8-week career module and determining whether the intern should be promoted to the next 8-week career module.

If at any time during the 8-week career module, you think that the intern should be removed from the program, complete the evaluation form and forward it to Susan Leone, Director of Human Resources, San Diego County Water Authority.

EVALUATION	Objectives/Expectations:	Meets		Comments
		Yes	No	
1 Objectives	Achieved basic understanding of the objectives			
2 Safety	Exhibits basic safety awareness			
	Did not overtly disregard safety rules and warnings			
	Wears required Personal Protective Equipment			
3 Attitude	Attentive and cooperative			
	Able to take direction from supervisors and others			
4 Appearance	Neat and clean			
	Dressed appropriately for the work			
5 Timeliness	Reported to work on-time			
	Worked within the agreed upon weekly schedule with few or no requests for changes			
6 Customer Service	Works with and responds to internal and external customers in a timely, effective, and professional manner.			
7 Teamwork	Works in a positive, productive, and supportive manner with others to accomplish organizational goals.			
8 Oral Communication	Effectively speaks with and listens to others, adapting to differing audience needs using clear and concise language in a respectful and professional manner.			
9 Written Communication	Effectively communicates written information in a clear, complete, and organized format, using appropriate vocabulary and proper grammar.			
10 Adaptability	Adjusts to changing conditions, is flexible, keeps an open mind, and takes appropriate action.			
11 Dependability	Works in a manner inspiring confidence and trust, is on time, reliable, follows directions, and meets deadlines.			

**SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION**

12	Initiative Anticipates and identifies needs, develops ideas and solutions, and follows through with appropriate actions.			
13	Analytical Ability Solves problems based on logical analysis, uses insight based on theory and experience, and assesses viable alternatives and solutions.			
14	Judgment Makes effective and appropriate decisions after consideration of available facts and alternatives, and understands consequences of decisions.			
15	Quantity of Work Produces work products as directed and meets work production goals in a timely manner.			
16	Quality of Work Produces work products that are neat, organized, accurate, and complete; and duties are performed in a safe manner.			

RECOMMENDATION

I recommend that	(Intern Name)	continue with the intern program.
------------------	---------------	-----------------------------------

I recommend that	(Intern Name)	be counseled and referred to the Internship Committee for the following reasons:
------------------	---------------	--

Total Work Hours:	Reason for counseling and referral:		
Signature and Name of Mentor			Date:

**SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION**

SYSTEM OPERATIONS		Meets Objectives: Yes No		Comments
1	Introduction/Orientation			
	General safety and security			
	Process schematic review			
	Site specific orientation and tour			
2	Operations			
	Operator field duties and daily rounds			
	Facility inspections; pump packing/ screens			
	Cla-valve / Altitude valve check and repairs			
	Interaction with system operators			
	Work operator shift hours			
3	SCADA System			
	Overview of SCADA system			
	Radio telemetry operation			
	Alarm monitoring and recognition			
	Data collection and analysis			
4	Source Water			
	Evaluation of source water quality			
	Lake testing and evaluation			
	Inlet/Outlet tower, importance of buoy line			
5	Laboratory			
	Operator daily lab testing			
	Distribution system biological/chemical sampling/testing			
	Reading and reporting test results			
6	Security			
	Fence inspection			
	Locks and chain inspection			
	Perimeter inspection			
7	System Monitoring			
	Reservoir levels			
	Pumping demands			
	Water Demands			
	PRV Stations			
8				
9				
10				
11				

**SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION**

MENTOR INSTRUCTIONS

Mentors are responsible for the following:

Ensuring that interns are exposed to the career module objectives and have an opportunity to experience what is involved in one type of water / wastewater technology.

Providing safety training and personal protective equipment appropriate for the type of work or hazards they are exposed to.

Evaluating the intern during the 8-week career module and determining whether the intern should be promoted to the next 8-week career module.

If at any time during the 8-week career module you think that the intern should be removed from the program, complete the evaluation form and forward it to Susan Leone, Director of Human Resources, San Diego County Water Authority.

EVALUATION	Objectives/Expectations:	Meets		Comments
		Yes	No	
1 Objectives	Achieved basic understanding of the objectives			
2 Safety	Exhibits basic safety awareness Did not overtly disregard safety rules and warnings Wears required Personal Protective Equipment			
3 Attitude	Attentive and cooperative Able to take direction from supervisors and others			
4 Appearance	Neat and clean Dressed appropriately for the work			
5 Timeliness	Reported to work on-time Worked within the agreed upon weekly schedule with few or no requests for changes			
6 Customer Service	Works with and responds to internal and external customers in a timely, effective, and professional manner.			
7 Teamwork	Works in a positive, productive, and supportive manner with others to accomplish organizational goals.			
8 Oral Communication	Effectively speaks with and listens to others, adapting to differing audience needs using clear and concise language in a respectful and professional manner.			
9 Written Communication	Effectively communicates written information in a clear, complete, and organized format, using appropriate vocabulary and proper grammar.			
10 Adaptability	Adjusts to changing conditions, is flexible, keeps an open mind, and takes appropriate action.			
11 Dependability	Works in a manner inspiring confidence and trust, is on time, reliable, follows directions, and meets deadlines.			

**SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION**

12	Initiative Anticipates and identifies needs, develops ideas and solutions, and follows through with appropriate actions.			
13	Analytical Ability Solves problems based on logical analysis, uses insight based on theory and experience, and assesses viable alternatives and solutions.			
14	Judgment Makes effective and appropriate decisions after consideration of available facts and alternatives, and understands consequences of decisions.			
15	Quantity of Work Produces work products as directed and meets work production goals in a timely manner.			
16	Quality of Work Produces work products that are neat, organized, accurate, and complete; and duties are performed in a safe manner.			

RECOMMENDATION

I recommend that		continue with the intern program.
	(Intern Name)	

I recommend that		be counseled and referred to the Internship Committee for the following reasons:
	(Intern Name)	

Total Work Hours:	Reason for counseling and referral:			
Signature and Name of Mentor			Date:	

SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION

WATER TREATMENT		Meets Objectives: Yes No		Comments
1	Introduction/Orientation			
	General safety and security			
	Chemical safety overview and training			
	Process schematic review			
	Site specific orientation and tour			
2	Plant Operations			
	Operator duties and daily rounds			
	Interaction with distribution system operators			
	Work operator shift hours			
3	SCADA System			
	Overview of SCADA system			
	Radio telemetry operation			
	Alarm monitoring and recognition			
	Data collection and analysis			
4	Source Water			
	Evaluation of source water quality			
	Lake testing and evaluation			
	Inlet/Outlet tower, importance of buoy line			
5	Laboratory			
	Perform jar testing			
	Operator daily lab testing			
	Distribution system biological/chemical sampling/testing			
	Reading and reporting test results			
6	Chemicals			
	Daily chemical storage and delivery			
	Bulk chemical storage and delivery			
	Operation of chemical feed systems			
	Chlorine ton storage and change out			
	Operation and maintenance of chlorine scrubber system			
	Chemical dosing and feed calculations			
	Chemical usage and supply calculations			
7	Maintenance			
	Traveling bridge operation and maintenance			
	Flocculator operation and maintenance			
	Wash down and clean sedimentation basin			
	Pump and motor maintenance			
	Work order processing			
8	Process Analyzers			
	Maintenance and cleaning of			
	Calibration and process control			
9	Ozone			
	Operation and maintenance overview			
	Analyzer testing and calibration			
	Diffuser testing			
10	Filtration			
	Observe manual and automatic backwash			
	Identify key events in backwash sequence			
	Operation of filter-to-waste system			
	Wash down and clean filter			
	Filter analysis procedures			
	Regulation and water quality parameter review			
11	Department of Health Services Monthly Report			
	Requirements			
	How to prepare for submittal			

**SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION**

MENTOR INSTRUCTIONS

Mentors are responsible for the following:

Ensuring that interns are exposed to the career module objectives and have an opportunity to experience what is involved in one type of water / wastewater technology.

Providing safety training and personal protective equipment appropriate for the type of work or hazards they are exposed to.

Evaluating the intern during the 8-week career module and determining whether the intern should be promoted to the next 8-week career module.

If at any time during the 8-week career module, you think that the intern should be removed from the program, complete the evaluation form and forward it to Susan Leone, Director of Human Resources, San Diego County Water Authority.

EVALUATION	Objectives/Expectations:	Meets		Comments
		Yes	No	
1 Objectives	Achieved basic understanding of the objectives			
2 Safety	Exhibits basic safety awareness Did not overtly disregard safety rules and warnings Wears required Personal Protective Equipment			
3 Attitude	Attentive and cooperative Able to take direction from supervisors and others			
4 Appearance	Neat and clean Dressed appropriately for the work			
5 Timeliness	Reported to work on-time Worked within the agreed upon weekly schedule with few or no requests for changes			
6 Customer Service	Works with and responds to internal and external customers in a timely, effective, and professional manner.			
7 Teamwork	Works in a positive, productive, and supportive manner with others to accomplish organizational goals.			
8 Oral Communication	Effectively speaks with and listens to others, adapting to differing audience needs using clear and concise language in a respectful and professional manner.			
9 Written Communication	Effectively communicates written information in a clear, complete, and organized format, using appropriate vocabulary and proper grammar.			
10 Adaptability	Adjusts to changing conditions, is flexible, keeps an open mind, and takes appropriate action.			
11 Dependability	Works in a manner inspiring confidence and trust, is on time, reliable, follows directions, and meets deadlines.			

**SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION**

12	Initiative Anticipates and identifies needs, develops ideas and solutions, and follows through with appropriate actions.			
13	Analytical Ability Solves problems based on logical analysis, uses insight based on theory and experience, and assesses viable alternatives and solutions.			
14	Judgment Makes effective and appropriate decisions after consideration of available facts and alternatives, and understands consequences of decisions.			
15	Quantity of Work Produces work products as directed and meets work production goals in a timely manner.			
16	Quality of Work Produces work products that are neat, organized, accurate, and complete; and duties are performed in a safe manner.			

RECOMMENDATION

I recommend that		continue with the intern program.
	(Intern Name)	

I recommend that		be counseled and referred to the Internship Committee for the following reasons:
	(Intern Name)	

Total Work Hours:	Reason for counseling and referral:		
Signature and Name of Mentor			Date:

SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION

WASTEWATER TREATMENT		Meets Objectives: Yes No		Comments
1	Introduction/Orientation			
	General safety and security-			
	Chemical safety overview and training (MSDS)			
	Process schematic review			
	Site specific orientation and tour			
2	Plant Operations (liquid)			
	Headworks Operator duties and daily rounds			
	Primary Operator duties and daily rounds			
	Secondary Operator duties and daily rounds			
3	Plant Operations (solids)			
	Screenings and Grit			
	Thickener Operator duties and daily rounds			
	Digester Operator duties and daily rounds			
	Belt Press Operator duties and daily rounds			
4	Process Control			
	Primary Sludge Blankets			
	Maintenance and calibration of DO probes			
	Sludge Volume Index			
	Data Collection, Analyses, Process Control adjustments			
	SCADA System, setpoints and alarms			
5	Laboratory			
	Perform TSS and VSS analyses			
	Read Coliform test results			
	Perform microscopic examination of Mixed Liquor			
	Reading and reporting test results			
6	Chemicals			
	Chemical delivery procedures			
	Spill Response			
	Bulk storage and operation of chemical feed systems			
	Chemical dosing and feed calculations			
7	Odor Control			
	Odor Control processes and daily rounds			
	Gas Detectors and atmospheric monitoring			
8	Maintenance			
	Work Order Management			
	Preventative Maintenance Activities			
	Wash down and clean sedimentation basin			
	Pump and motor maintenance			
	Critical Compliance Parts Inventory			
9	Water Reclamation			
	Tertiary Operator duties and daily rounds			
10	Collection Systems			
	System Overview and components			
	Line Cleaning Operations			
	Traffic Control Plans and Geographical Information Systems			
	Spill Response			
	Easement Inspections			
	USAA Markouts			
	CCTV Operations			
	Pump Station Equipment and Maintenance			
11	Wastewater Regulations			
	NPDES permits and Waste Discharge Requirements			
	Monitoring and Reporting Requirements			

**SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION**

MENTOR INSTRUCTIONS

Mentors are responsible for the following:

Ensuring that interns are exposed to the career module objectives and have an opportunity to experience what is involved in one type of water / wastewater technology.

Providing safety training and personal protective equipment appropriate for the type of work or hazards they are exposed to.

Evaluating the intern during the 8-week career module and determining whether the intern should be promoted to the next 8-week career module.

If at any time during the 8-week career module, you think that the intern should be removed from the program, complete the evaluation form and forward it to Susan Leone, Director of Human Resources, San Diego County Water Authority.

EVALUATION	Objectives/Expectations:	Meets		Comments
		Yes	No	
1 Objectives	Achieved basic understanding of the objectives			
2 Safety	Exhibits basic safety awareness Did not overtly disregard safety rules and warnings Wears required Personal Protective Equipment			
3 Attitude	Attentive and cooperative Able to take direction from supervisors and others			
4 Appearance	Neat and clean Dressed appropriately for the work			
5 Timeliness	Reported to work on-time Worked within the agreed upon weekly schedule with few or no requests for changes			
6 Customer Service	Works with and responds to internal and external customers in a timely, effective, and professional manner.			
7 Teamwork	Works in a positive, productive, and supportive manner with others to accomplish organizational goals.			
8 Oral Communication	Effectively speaks with and listens to others, adapting to differing audience needs using clear and concise language in a respectful and professional manner.			
9 Written Communication	Effectively communicates written information in a clear, complete, and organized format, using appropriate vocabulary and proper grammar.			
10 Adaptability	Adjusts to changing conditions, is flexible, keeps an open mind, and takes appropriate action.			
11 Dependability	Works in a manner inspiring confidence and trust, is on time, reliable, follows directions, and meets deadlines.			

**SAN DIEGO REGIONAL WATER / WASTEWATER INTERNSHIP PROGRAM 2012 - 2013
CAREER MODULE OBJECTIVES and INTERN PERFORMANCE EVALUATION**

12	Initiative Anticipates and identifies needs, develops ideas and solutions, and follows through with appropriate actions.			
13	Analytical Ability Solves problems based on logical analysis, uses insight based on theory and experience, and assesses viable alternatives and solutions.			
14	Judgment Makes effective and appropriate decisions after consideration of available facts and alternatives, and understands consequences of decisions.			
15	Quantity of Work Produces work products as directed and meets work production goals in a timely manner.			
16	Quality of Work Produces work products that are neat, organized, accurate, and complete; and duties are performed in a safe manner.			

RECOMMENDATION

I recommend that		continue with the intern program.
	(Intern Name)	

I recommend that		be counseled and referred to the Internship Committee for the following reasons:
	(Intern Name)	

Total Work Hours:	Reason for counseling and referral:			
Signature and Name of Mentor			Date:	